

## SUPPORTING DOCUMENTS FOR EXPENSES

	EXPENSE TYPE	DOCUMENT TYPE	REQUIRED DATA	
TRANSPORTATION	COST-EFFECTIVENESS	Screenshot of standard trip search	Best trip, date/time, destination, amount	
		If the trip deviates from the standard itinerary (departure/return from a place other than Trieste, or dates differing from mission activity requirements), you must attach a screenshot of a specific search (e.g., Skyscanner or Trenitalia) to certify the cost of a "standard" trip, when <b>OPENING</b> the mission.		
	TRAIN	Ticket	Date/time, route, name, amount	
	FLIGHT / FERRY	Receipt	Date/time, route, name, amount	
		Boarding pass		
	TAXI	Tax receipt	Date/time, route, amount, payment method	
		If the payment method is not specified on the receipt, a POS/ATM receipt is required for Italy (otherwise, the expense will be taxed)		
	Only if the use of private vehicle is <b>authorized</b> :			
	TOLLS / VIGNETTE	Receipt	Date/time, route, amount, payment method	
	PARKING	Receipt	Date, vehicle license plate, amount	
In Italy, the expense will be taxed if the license plate is not shown.				
MEALS & LODGING	ACCOMODATION	Booking confirmation	Dates, name, amount	
		Invoice / Receipt	Dates, name, amount	
		For Airbnb, the booking confirmation is sufficient; for Booking.com, an invoice issued by the provider is required (including VAT or duty stamp).		
	MEALS	Tax receipt	Date, business name, expense type, amount, payment method	
		For Italy: if the payment method is not on the receipt, a POS/ATM receipt is required (otherwise, the expense is taxed).  For shared receipts, highlight your portion and attach necessary documents.		
HEALTH INSURANCE	HEALTH INSURANCE	Receipt in your own name	Duration, coverage type, amount	
	CONFERENCE FEE	Italian Service Provider	Provider name, activity title, dates, amount	

		Electronic Invoice (addressed to SISSA)	
		Foreign Service Provider Invoice / Receipt (addressed to your own name)	Provider name, activity title, dates, amount
		Registration fees for conferences/seminars in Italy are only reimbursable if they cannot be paid directly by SISSA.	
	CERTIFICATE (Required for students, postdocs, and fellows)	Attendance Certificate / Declaration of Collaboration	Full name, supervisor name, dates, location
		Attendance certificate is required for conferences / workshops; for scientific collaboration, a declaration from the local host and your SISSA supervisor is required.	

<p><b>General Rules &amp; Requirements</b></p> <p>FOR ITALY: Always provide supporting documents – fiscal receipt showing the payment method; if paid in cash, the expense will be taxed.</p> <p>FOR EU: Always provide tax receipts (a POS/ATM receipt alone is not sufficient).</p> <p>FOR NON-EU: Simple evidence of the expense is sufficient.</p> <p>(Reimbursement requests for missions in countries on the Revenue Agency's "black list" must be accompanied by original documents).</p> <p><b>ORIGINAL DOCUMENTATION MUST BE KEPT ON FILE UNTIL THE OFFICIAL ARCHIVING OF THE MISSION IS COMPLETED (as notified via email).</b></p>
--

TAX RECEIPT / ITEMIZED RECEIPT	CARD RECEIPT
-----------------------------------	--------------

