OCCASIONAL EMPLOYMENT

RECORD OF THE SERVICES PROVIDED

FOR A SEMINAR/CONFERENCE/

SINGLE TEACHING ASSIGNMENT/**CASE STUDY**

The undersigned _____

place of birth _____ date of birth _____

resident in   _____ prov. _____ address

_____ no. _____ postcode

_____ tax identification Code_____

 VAT identification n. _____ following the conferment of the assignment and

provision of services of _____ to carry out the seminar/conference/single teaching

assignment/case study described as follows:

_____

_____

option 1) for which the payment of the total amount of € _____ gross of withholding tax paid by the recipient has been agreed

option 2) for which the payment of the total amount of € _____ gross of withholding tax paid by the recipient in addition to the following expenses***** □ travel   □ board   □ accommodation has been ag

option 3) for which only the reimbursement of the following expenses***** □ travel   □ board
□ accommodation has been agreed

declares

that the above mentioned occasional service has been carried out as agreed, autonomously defining the method of procedure,

and requests

(option 1) the payment of the agreed fee of € _____ gross of withholding tax paid by the recipient.

or

(option 2) the payment of the agreed fee of € _____ as well as reimbursement of the following expenses:

Travel expenses for a total amount of € _____

relative to trips by [*specify the vehicle*] _____ [if travelling using your own vehicle please specify the type of vehicle, brand, model and fuel, as well as the kilometres travelled. The eligible expense merely refers to the cost of fuel resulting from the receipts supplied and re-measured according to the kilometres based on ACI tables]:

date _____ from _____ to _____ and return journey € _____

date_____ from _____ to _____ and return journey € _____

Board expenses for a total amount of € _____

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meal (date) _____ € _____ c/o _____

meal (date)   _____ € _____ c/o _____

Accommodation expenses for a total amount of € _____

no. nights _____ from _____ to _____ c/o hotel _____ + tourist tax   € _____

for a total amount (fee + expenses) of € gross of withholding tax paid by the recipient

or

(option 3) the reimbursement of the following expenses:

Travel expenses for a total amount of € _____

relative to trips by [*specify the vehicle*] _____ [if travelling using your own vehicle please specify the type of vehicle, brand, model and fuel, as well as the kilometres travelled. The eligible expense merely refers to the cost of fuel resulting from the receipts supplied and re-measured according to the kilometres based on ACI tables]:

date _____ from _____ to _____ and return journey € _____

date_____ from _____ to _____ and return journey € _____

Board expenses for a total amount of € _____

meal (date) _____ € _____ c/o _____

meal (date)   _____ € _____ c/o _____

Accommodation expenses for a total amount of € _____

no. nights _____ from _____ to _____ c/o hotel _____ + tourist tax   € _____

for a total amount of € _____

The undersigned declares under his/her responsibility,
□   that he/she has not received nor will receive as such any other reimbursement of the above reported expenses.

The undersigned attaches to the present declaration the relevant documentation providing evidence of the expenses.

Florence, date _____   The contractor

                                                                    _____

* *Expenses as well as fee are taxed pursuant to art. 25 D.P.R. no. 600 of 1973. See also resolution no. 49/E of 11 July 2013 – taxation of expense reimbursements by the Italian Revenue Agency.*
_____

For Office use only

The reimbursement of the expenses incurred for an amount of € _____ gross of withholding tax paid by the recipient is approved (€ _____inclusive of charges borne by the Administration).

 HEAD OF THE DEPARTMENT   FUNDS ASSIGNEE

_____   Proj. _____

Prof. _____   Prof. _____

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