



EXPENSE REIMBURSEMENT FORM  
(Revenue Agency n. 49/E of the 11/07/2013)

The undersigned \_\_\_\_\_ born in \_\_\_\_\_  
Citizen \_\_\_\_\_ Tax Code \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Postcode \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
at the conclusion of his performance, assigned by the teacher \_\_\_\_\_  
under the \_\_\_\_\_

ASKS TO:

Department of Statistical Sciences of Sapienza University of Rome, headquartered in P.le Aldo Moro, 5 CAP 00185 Roma - C.F. 80209930587- P.IVA 02133771002, the refund of the following costs:

EXPENSE TYPE	DESCRIPTION / SUPPORTING DOCUMENTS	AMOUNT
TRAVEL EXPENSES		
TRANSPORT COSTS		
ACCOMMODATION COSTS		
FOOD EXPENSES		
TOTAL EXPENDITURE TO BE REIMBURSED		€

Expenditure incurred at the SEMINAR / CONFERENCE on the following subject:

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To this end, aware of the criminal sanctions, in case of false statements and falsehoods in the acts, recalled by art. 76 of D.P.R. 445 of 28/12/200, the speaker

### DECLARES

- which is not dependent on the State Administration or other public bodies
- to be a civil servant and for the performance of the activity in question attaches clearance of the Institution to which it belongs
- to be a civil servant who for the type of activity carried out (seminar/conference) does not need to produce any clearance

SPEAKER

\_\_\_\_\_

Director of the Department

Administrative Manager

\_\_\_\_\_

\_\_\_\_\_

Invoices for amounts  
over € 77,47 are  
subject to a € 2,00  
stamp tax

Date \_\_\_\_\_

*NB.: the form must include the originals of travel tickets, boarding passes, invoices, receipts, detail of receipts.*