



UNIVERSITÀ DEL PIEMONTE ORIENTALE

DEPARTMENT OF TRANSLATIONAL MEDICINE

Via Solaroli, n. 17 – 28100 Novara

Request for reimbursement for seminar n. _____

I, THE UNDERSIGNED _____

UNDER MY FULL RESPONSIBILITY DECLARE

TO HAVE FULFILLED THE MISSION FROM _____

TO NOVARA – DIPARTIMENTO MEDICINA TRASLAZIONALE

STARTING DAY ____ / ____ / _____ TIME _____

ENDING DAY ____ / ____ / _____ TIME _____

MISSION OBJECT

I also declare:

- That the mission was carried out in place other than the habitual residence
- To have benefited accommodation or meals free of charge ☐ yes ☐ no

I ALSO ASK FOR

REIMBURSEMENT OF EXPENSES *, DOCUMENTED **IN THE ORIGINAL**

Attached :	<input type="checkbox"/>	Authorization date (dd/mm/yyyy) _____	
	<input type="checkbox"/>	Travel Tickets	Total € _____
	<input type="checkbox"/>	Urban public transport tickets	Total € _____
	<input type="checkbox"/>	Toll / parking	Total € _____
	<input type="checkbox"/>	Hotel invoice	Total € _____
	<input type="checkbox"/>	Invoice / Receipt for meals	Total € _____
	<input type="checkbox"/>	Congress registration fees	Total € _____
	<input type="checkbox"/>	Other (_____)	Total € _____
		Total expenses	€ _____

Novara, _____

Signature

Holder UPB
Prof.