



LETTER OF ASSIGNMENT
for
THEORETICAL OR EXPERIMENTAL WORKS / SERIES OF CONFERENCES or
SEMINARS / JOINT SCHOOLS / EXCHANGE OF S&T PERSONNEL AND
INFORMATION

Dr. Xxxx Yyyy
Institute/University
Country

Dear Dr. [.....],

we are pleased to invite you to participate in: development of theoretical or experimental works / series of conferences, seminars, joint schools / new or existing collaborations / joint use of experimental facilities / exchange of scientific or technical personnel / exchange of S&T information (option to be selected by the INFN Structure) from.....to.....

For the deployment of the above-mentioned activities, the INFN will recognize to you a reimbursement of the eligible expenses incurred, as specified below:

a) Travel costs (round trip) up to 1.000 Euro;

(option b) or c) to be selected by the administration in agreement with the guest and to be considered as cumulative with the reimbursement provided for in para. a)

b) Flat reimbursement of subsistence and accommodation costs up to 120 Euro per day according to the period of stay:

- 100% from 0 to 3 months;
- 80% from 4 to 6 months;
- 65% from 7 to 9 months;
- 50% from 10 to 12 months

The reimbursement of flat-rate expenses is subject to tax and charges as provided by the Italian legislation currently in force.

c) Justified expenses up to 2.000 Euro within the limits provided by the Regulation on missions applicable to the INFN staff.

The reimbursement of justified expenses is subject to tax and charges as provided by the Italian legislation currently in force.



ISTITUTO NAZIONALE DI FISICA NUCLEARE
SEZIONE DI MILANO

Foglio N.2.....

The canteen service or, alternatively, the meal vouchers shall be extended to you under the same conditions applicable to the INFN staff.

Please, refer to the administrative offices of INFN for any request of information or clarification you might need during your stay.

The Director