



LETTER OF ASSIGNMENT
for
PARTICIPATION IN SEMINARS / SCIENTIFIC COLLABORATIONS / SCIENTIFIC COMMITTEES

Dr. _____
Institute/University _____
Country _____

Dear Dr. _____

we are pleased to invite you: participation in seminars ☐ / scientific collaborations ☐ / participation in scientific Committees ☐
(option to be selected by the INFN Structure)

For the deployment of the above-mentioned activities, the INFN will recognize to you:
(option a), or b), or c) to be selected by the administration in agreement with the guest)

- a) ☐ The reimbursement of justified expenses, within the limits set out by the Regulation on missions applicable to the INFN staff, upon presentation of the documentation justifying the eligibility of the costs incurred up to _____Euro (2.000 Euro for individuals residing in a EU country or 3.000 Euro for individuals residing in extra-EU countries). The reimbursement of justified expenses is subject to tax and charges as provided by the Italian legislation currently in force.
- b) ☐ A flat remuneration and the reimbursement of justified expenses, within the limits set out by the Regulation on missions applicable to the INFN staff up to _____Euro (to be filled out by the administration: 2.000 Euro for individuals residing in a EU country or 3.000 Euro for individuals residing in extra-EU countries). Both the remuneration and the reimbursement of justified expenses are subject to tax and charges as provided by the Italian legislation currently in force.
- c) ☐ A comprehensive remuneration up to _____Euro (to be filled out by the administration: 2.000 Euro for individuals residing in a EU country or 3.000 Euro for individuals residing in extra-EU countries). The remuneration is subject to tax and charges as provided by the Italian legislation currently in force.

Travel costs incurred for missions in Italy during the period of service, shall be eligible for reimbursement. Missions outside the Italian territory are not allowed.

The canteen service/meal vouchers shall be extended to you under the same conditions applicable to the INFN staff (option to be selected by the administration in agreement with the guest).

We ask you to prepare and submit a list of the activities to be performed for each day of the stay, with the exception of day 1 accounted as travelling time.





Istituto Nazionale di Fisica Nucleare
SEZIONE DI MILANO-BICOCCA

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

The Director

Signature



Istituto Nazionale di Fisica Nucleare
codice fiscale 84001850589

INFN Sezione di Milano-Bicocca - Edificio U2, Piazza della Scienza 3,
20126 Milano
Tel: +39 02 6448 2402
<http://www.mib.infn.it>, PEC: milano.bicocca@pec.infn.it