



## REFUND REQUEST

**INCARICO TRASFERTA PROT..... (reserved to the office)**

(incarichi conferiti ai sensi del [Regolamento per gli incarichi di missione](#) DR 2671 del 30/11/2018 modificato con DR n. 31 dell'11/ 01/2018)

(Refund requests are governed by the '[Regolamento per gli incarichi di missione](#)' of Roma Tor Vergata University)

<b>Name</b>				
<b>Surname</b>				
<b>Type of activity</b>	ATTIVITÀ DIDATTICA DOTTORATO IN STORIA E SCIENZE FILOSOFICO-SOCIALI			
<b>Start date of the activity</b>	Day		Hour	
<b>End date of the activity</b>	Day		Hour	

**Please note that refunds require payment receipts to be submitted. Reservation documents are not sufficient.**

### MEALS:

Number of the payment receipts submitted .....

Amount of **each** payment receipt:.....

Total amount: .....

### ACCOMODATION:

Number of the payment receipts submitted .....

Amount of **each** payment receipt:.....

Total amount: .....

## TRAVEL EXPENSES

Please provide a reference for **each** ticket or receipt submitted for a refund.  
**References for train and flight tickets must indicate the starting and ending stations or airports.**

	Brief description of the submitted ticket or receipt (e.g. train ticket from Lyon to Rome on dd/mm/yyyy)	Amount
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	Total amount	

## Other payment receipts to be refunded

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**Any additional comments**

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Date: .....

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**(Signature)**

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(Head of Department signature)  
**(reserved to the office)**