



MODULO 2 – RRS – RICHIESTA RIMBORSO SPESE
REIMBURSEMENT REQUEST FORM
SHORT TERM MOBILITY

SURNAME **Name**

Departure date from Italy: / / **Return date to Italy:** / /

Please find attached the following original documents:

Document's description	Number of documents	Amount of the expenses in local currency
Attendance certificate issued by the host institution		---
Copy of the recognition form for formal request of academic activities, already submitted to the enrolment office of study course in Verona		---
Travel tickets (single or return tickets by plane, train, bus, coach, underground/subway/metro, taxi, ferry boat, etc.)		
Accommodation invoice/bill/receipts		
Registration/enrolment fees, invoice/receipts		
VISA-related fees, invoice/receipt		
TOTAL AMOUNT		

The undersigned acknowledges, under personal responsibility, that:

- I did not receive money from another university for the same academic mobility period, nor purposes;
- I did not receive money from other Institutions for the same academic mobility period, nor purposes;
- I am up to date with payment of my university enrolment fees;
- I carried out the mobility period within the normal duration of my academic degree programme;
- I already registered in ESSE3 platform all my updated data and IBAN data related to my personal bank account;
- I already submitted on / / (date) my formal request of recognition of the activities carried out at the host Institution to my enrolment office of my study course in Verona.

SIGNATURE of the student
 (student's legible signature)

Seen by: the Director

.....

.....

date

date



UNIVERSITÀ
di VERONA

Direzione
DIDATTICA
E SERVIZI AGLI STUDENTI

U.O. Mobilità Internazionale

I, the undersigned, acknowledge that Legislative Decree no. 30/06/03 n. 196 provides for the protection of people and other subjects regarding the treatment of personal data. The above-mentioned decree states that data shall be treated in a correct, lawful and transparent manner and privacy and rights shall be protected.

Pursuant to Art. 13 of the aforementioned decree, the university informs all participants that the intended treatment of personal data:

- a) is to permit the validation, authorisation and payment of compensation due to the participant and to carry out the procedures required by law;
- b) will be performed primarily by computerised procedures.

SIGNATURE of the student (readable signature)

.....

date



UNIVERSITÀ
di **VERONA**

Direzione
**DIDATTICA
E SERVIZI AGLI STUDENTI**

FORM 2 RRS
Richiesta Rimborso Spese
(Reimbursement Request)
Short Term Mobility
a.a. 2020/2021

U.O. Mobilità Internazionale