



I, the undersigned Prof. Roberto Giacobazzi, Director of the Department of Computer Science, on the proposal of Prof. _____

CONFER THE APPOINTMENT OF PRESENTER FOR

(title of the seminar / mini-course / talk) _____

to be given on (dd/mm/yyyy) _____ to the following speaker ('Contractor'):

PERSONAL DETAILS

Surname _____

First name _____ Gender M F

Place of birth _____ Country _____

Date of birth _____

Italian tax number (if already issued) |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

FISCAL ADDRESS: City _____ Country _____

Postcode/ZIP _____ Street name & number _____

e-mail _____ Phone _____

PAYMENT: BANK DETAILS:

Bank name and city _____

Swift Code _____ IBAN _____

I authorise payment allocated from the fund (leave blank) _____ for:

The reimbursement of the enclosed original travel tickets, meal and hotel receipts for a total of euro _____

Verona,

THE CONTRACTOR
(signature)

THE DIRECTOR
Prof. Roberto Giacobazzi

Verona, _____

I, the undersigned Prof./Dr.....

Born in on

Fiscal residence in STREET, CITY AND COUNTRY

.....

Italian Fiscal Code

ASK FOR

The reimbursement of the enclosed original travel and stay receipts for a total amount of Euro, classified as follows:

- Travel receipts €
- Accomodation receipt €
- Meal receipts €
- Kilometric allowance for own car Type plate No....., itinerary
- Run Kilometers x 0,30 = €

FOR

Conference without Honorarium

"....."

held on

University Internationalisation Programme of the year; stay in Verona from..... to, without Honorarium;

.....

I enclose the original documents related to (please select the words):

- travel (flight or train or bus tickets, taxi fares)
- stay (hotel invoice, meal receipts)

The Applicant
Prof./Dr.
