

Regulation for Reimbursement of expenses

MANDATORY DOCUMENTS:

- 1) Participant registry (here enclosed) **ENTIRELY FILLED**;
- 2) Declaration to avoid double taxation, duly filled and signed
(check the existence of Convention in the table here enclosed)
<http://www.finanze.gov.it/export/sites/default/finanze/dipartimentopolitichefiscali/osservatoriointernazionale/convenzioni/index.htm>
- 3) **ORIGINAL** documents of :
 - ✓ TRAVEL (BUS/RAIL TICKETS, **BOARDING CARDS** OF FLIGHTS AND **RECEIPT OF BOOKING**)
 - ✓ HOTEL (ORIGINAL INVOICE OR RECEIPT)
 - ✓ RESTAURANT/BAR (ORIGINAL INVOICE OR RECEIPT)
- 4) Identity card/passport (copy)

Please note that in order to carry on the reimbursements the documents mentioned above are mandatory.

The reimbursement will be taxed (8,5% IRAP) as stated by Italian law.

Send as soon as possible **by priority (or express/registered) mail** your **original** documents to:

Isabella Vitali
Istituto di Scienze e Tecnologie della Cognizione – CNR
Via S.Martino della Battaglia 44
I- 00185 Roma

Istc-CNR
Administrative Staff

EVENT:	
<i>Participant registry</i>	
Nome (Name)	
Cognome (Family Name)	
Data di nascita (Date of birth)	
Luogo di Nascita (Place of birth)	
Nazionalità (Citizenship)	
Residenza (Residence/Domicile)	
Codice fiscale (Tax code/National Insurance Number)	
Dati bancari (Bank details)	
Banca (Name of the Bank)	
Agenzia (Agency)	
Indirizzo (Address)	
ABI	
CAB	
CIN	
SWIFT	
N.Conto (account number)	
IBAN (!!!very important!!!)	



Declaration

The undersigned

born inon theresident in

address.....

nationality.....title.....

with reference to the activity/event :

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carried out at the National Research Council (C.N.R.) – Institute for Cognitive Science and Technologies – Via S. Martino della Battaglia, 44 00141 Roma , must receive the following payment/reimbursement:

Euro

With respect to the international double taxation conventions

Declares that

The undersigned, who has full power of attorney to obligate the applicant under law, hereby requests the applicant to be fully or partially exempted from taxation of income or payments received from individuals or parties with a permanent residence in Under the provisions of the Double Taxation

Convention between Italy and (Contracting country concerned).

The undersigned further declares the following:

- The payments or income the applicant receives and is entitled to do not originate from a permanent establishment (fixed place of business) in Italy with which the applicant is affiliated as such establishments are defined in above Double Taxation Convention.
- The payments or income are subject to taxation in the applicant's country of residence, where the applicant bears full and unlimited tax liability.
- All information provided in this application is correct.
- The applicant will immediately inform the tax authorities in Italy and in his/her country of residence of any changes in the information provided in this application that could affect an exemption granted in accordance with this application.

The applicant exempts the National Research Council from any other responsibilities thereupon.

Rome,

Applicant

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Signature authentication:

The Director

Prof. Cristiano Castelfranchi

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Attachment n. 1 : copy of identity card/passport