GUIDELINES

The following documents/forms are necessary to comply with IUAV administration payment procedure.

1. **Form "Claim for the reimbursement of expenses"**: the beneficiary must choose between
   a. a flat-rate reimbursement, which is a gross amount before taxes
   b. a reimbursement against submission of a list of prepaid expenditures with all the original bills/receipts in attachment;
   The beneficiary is reminded that the maximum, gross amount granted by the Department Council for his/her stay in Venice is € _________________

2. **Form “Personal Data”** must bear the date of the payment year.
   The beneficiary provides personal data, information on bank account and tax payment. IUAV University of Venice is the public body in charge of the data which will be processed only by authorized staff with measures aimed at safeguarding privacy, according to the Legislative Decree D.L. 196/2003.

3. **Form D**, issued by the Italian fiscal authority Agenzia delle Entrate.
   The completion of this form aims at avoiding double taxation (in Italy and in your Country).
   Form D duly filled in and signed by the beneficiary at the bottom of page “Declaration by the beneficiary” must be submitted to the tax Authority of the Country where he/she is fiscally resident at the moment of the claim for tax exemption in Italy. The beneficiary’s tax Authority is asked to stamp and sign the last part of the form (Certification of the Tax Authority).
   Form D must then be returned to IUAV Administration.
   In case the beneficiary’s tax Authority doesn’t complete Form D, the beneficiary will have to ask for certification stating where (the Country) he/she has his/her fiscal residency.
   According to the Italian law, the certification will be valid only in the year stated in the document date.

   Information for filling in **Form D – Italian payer of the income**:
   Person- Company name: Università Iuav di Venezia
   Italian TIN: 80009280274
   Residence- full address: Santa Croce – Tolentini, 191 30135 Venezia (Italia)

4. **Form “dichiarazione franchigia INPS”** must be completed in case the beneficiary has chosen to pay taxes in Italy.

5. **Copy of the beneficiary’s passport** (or another identity document).

   The beneficiary is invited to keep plane tickets and boarding cards (arrival in Venice – departure from Venice) which will be asked as confirmation of his/her stay ________ period at University IUAV of Venice.

   The above listed documents must be forwarded to segreteria@iuav.it; the master copies will have to be handed in at the arrival.

For further information please contact Servizio Gestione Economica del Personale: stipendi@iuav.it,
or check IUAV webpage: http://www.iuav.it/Ricerca1/SERVIZI1/VISITING-P/.