UNIVERSITY OF TRENTO - Italy

ATTENDANCE AT COURSES - SEMINARS - CONFERENCES

DOCUMENT NO._____ TYPE _____ YEAR_____

To the Head of the Management Centre

_____

The Undersigned _____

employed at _____

information necessary for personnel not employed by the University of Trento:

fiscal code _____ telephone_____

place of birth _____ (prov. _____) on _____

resident in _____ no. _____ city _____ _____

district _____postal code _____ province_____

requests

authorisation to attend the   ○ course   ○ seminar   ○ conference

_____

_____

_____

that will be held in _____

on the following dates _____

The fee for attendance totals Euro _____ and includes:

    ○ registration fees, Euro _____

    ○ overnight accommodations for the period from _____ to_____

    ○ full board for the period from _____ to_____

    ○ lunch and dinner for the period from _____ to_____

    ○ other _____

○ Registration fees must be paid directly by the Administration **no later than**_____

    by means of   ❑ bank transfer
                               ❑ bank cheque
                               ❑ other _____
                               (any other expenses shall be paid by the beneficiary)

❍ The fee shall be paid by the undersigned, who shall request reimbursement at the time of liquidation

❍ Enclosed is the registration form, duly filled out, that must be sent along with a check (operation allowable only for payments made by check)

❍ Enclosed is the copy of the registration form, duly filled out. The original will be sent directly by the undersigned.

❍ In addition, enclosed is a copy of the invitation, including the registration methods, for internal control purposes

Payment will be made to the vendor (code):

If not yet coded, indicate:

COMPANY NAME/ LAST NAME _____

NAME _____

STREET ADDRESS _____ no. _____

city _____

address _____ postal code. _____

telephone _____ fax _____

e-mail _____

COUNTRY (= nation)   REGION (=province)   LANGUAGE

VAT NUMBER 1 (= Italian tax code)

VAT NUMBER (= Italian tax code)

VAT NUMBER (= EU VAT)

with the following means of payment:

*IF PAYMENT BY **WIRE TRANSFER** TO EUROPEAN STATES THAT AGREE TO IBAN RULE (SEE THE WARNINGS BELOW)):*

BANK DESCRIPTION   company name _____

address _____ no. _____

city _____ postal code _____ country _____

country code   bank code   no. bank acct.   CIN

IBAN

SWIFT CODE

UNIVERSITY
OF TRENTO - Italy

*IF PAYMENT BY **WIRE TRANSFER** TO FOREIGN STATES THAT DO NOT AGREE TO IBAN RULE (SEE THE WARNINGS BELOW)):*

BANK DESCRIPTION   company name _____

address _____ no. _____

city _____ postal code _____ country _____

	bank code	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
country code		BLZ / SORT CODE / ABA

[ ][ ][ ][ ][ ][ ][ ][ ][ ]		[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
SWIFT CODE		no. bank acct.

FOR PAYMENTS MADE BY POSTAL ACCOUNT:

ITALY   [I][T]   bank code   [9][9][9][9][9]   [9][9][9][9][9]   [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

country code   ABI   CAB   no. post office account

For payment: ❑   normal invoice follows headed to: Università degli Studi di Trento

Via Calepina n. 14 - 38100 TRENTO

P.IVA IT00340520220

❑   no regular invoice shall follow (e.g. abroad)

NOTE: only for **TRAINING COURSES** for personnel, **the invoice must be VAT exempt** in accordance with Art. 10 of Italian Presidential Decree 633/72 as laid down under Art. 14 (10), Law 537 of 24.12.1993, while for **CONFERENCES AND SEMINARS** the prevailing VAT rates **shall be applied**.

The Undersigned declares to have been informed that the personal data contained in this present form is to be stored in the paper-based and electronic archives of the University and used only for institutional needs. I also declare to have received the information provided by art. 13 of the D.Lgs. dated 30 June 2003, no. 196 (Italian Law on personal data protection).

date _____   signature _____

UNIVERSITY OF TRENTO - Italy

PART RESERVED TO THE HEAD OF THE MANAGEMENT CENTRE

Given the request referred to above, it is hereby authorised an expense of Euro_____

The cost is to be assigned to the Project/ Cost Centre   _____

Fund   _____

Approved: Authorisation by   *Department Head*

_____

date _____

CODE NUMBER GL ACCOUNT   ☐ ☐ ☐ ☐ ☐ ☐ ☐

NOTES FOR BANK PAYMENTS.

- ❑ **WIRE TRANSFERS WITHIN ITALY.**
  Please provide the following information:
  - Complete details of the bank (branch, address, city ..);
  - Country code (IT);
  - Sort code/bank no. (basic bank code) (10 numeric characters);
  - Account number (12 alphanumeric characters);
  - National control number (1 letter).
  - IBAN code (27 alphanumeric characters);

- ❑ **WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT SUBSCRIBE TO THE IBAN STANDARD.**
  In addition to Italy, the European countries that subscribe to the IBAN standard as of 29 April 2004 include: Andorra, Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Great Britain, Greece, Hungary, Iceland, Ireland, Lithuania, Luxemburg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland. Banks in these countries require the following information:
  - Complete details of the bank (branch, address, city ..);
  - Country code (2 characters - shown in the SAP table);
  - Bank code (corresponding to the national code of the bank, e.g.: code banque – code guichet, BLZ, sort code, etc);
  - Account no.
  - National control number (**control field mandatory only** for FRANCE, SPAIN, AND PORTUGAL)
  - IBAN code;
  - Swift code (**mandatory** regardless of the country of destination of the wire transfer - max 11 characters).

- ❑ **WIRE TRANSFERS TO EUROPEAN COUNTRIES THAT DO NOT SUBSCRIBE TO THE IBAN STANDARD.**
  - Complete details of the bank (branch, address, city ..);
  - Country code (2 characters - shown in the SAP table);
  - Account no.
  - Swift code (**mandatory** regardless of the country of destination of the wire transfer - max 11 characters).
  - The ABA code is **mandatory** for transfers to the United States (entered into the bank code field) as it is not always possible to obtain the correct SWIFT. Always ask for this information.

The account number must be entered without spaces, dashes or slashes. The IBAN code is mandatory. The Treasurer cannot make the payment without this number (except for wire transfers to countries not subscribing to the IBAN standard).
The length of the IBAN code varies to a maximum of 34 alphanumeric characters, depending on the foreign country. The first two digits identify the country code, the next two numbers represent the control digit of the accuracy of the IBAN, and the remaining digits correspond to local information, such as the bank and the account number.
Be as complete and accurate as possible in providing information to avoid delays in payment.