

REQUEST TO USE ALTERNATIVE MEANS OF TRANSPORT

The undersigned _____ **REQUESTS** approval to use his/her:

OWN CAR

RENTED CAR

Car brand _____ mod. _____ cubic centimetres _____

Number plate _____ fuel _____ per Km _____

destination _____ address _____

since:

- the use of his/her own or rented vehicle is more economical than ordinary modes of transportation (to be proven) _____
- the timetable of public transport is not compatible with the work trip, or it is inexistent (specify) _____
- for specific service requirements (specify in detail) _____

EXTRA-URBAN TAXI

(please provide adequate motivation. The expense is eligible only if appropriate documentation is provided, art. 1 D.I. 23/03/2011):

- it is more economical than other ordinary means of transport;
- the work trip destination is not served by railways or any other ordinary means of transport or timetable of public transport is not compatible with the work trip;
- there is a specific need to rapidly reach the place of the work trip and/or urgently return to the work place;
- fragile, heavy or bulky materials need to be transported for service related purposes.

Date _____ The Claimant _____

INFORMATION NOTE ON THE PROCESSING OF PERSONAL DATA (art. 13 of EU.REG 2016/679)

The commissioner acknowledges that the processing of his/her personal and sensitive data will be performed according to EU Regulation 2016/679 (GDPR) for the protection of physical persons in relation to processing their personal data, exclusively for the purposes of the proceeding, in relevant measure, in pursuit of the University of Florence's institutional duties.



UNIVERSITÀ
DEGLI STUDI
FIRENZE

Area Servizi Economici e Finanziari
Ufficio Compensi a personale non strutturato

Updated to 05 march 2019

The commissioner also acknowledges that their curriculum vitae et studiorum and the declarations made, for which pursuant to the current laws, there is the obligation of transparency, will be published on the Administration's website in the "Transparent Administration" section, at <http://www.unifi.it/p11360.html>, where a page is dedicated to the protection of personal data, also containing notification on processing the personal data of external collaborators.

Florence, date _____ Acknowledged by the commissioner _____





UNIVERSITÀ
DEGLI STUDI
FIRENZE

Area Servizi Economici e Finanziari
Ufficio Compensi a personale non strutturato

Updated to 05 march 2019