

Prot. no 1025/24/CMCC  
Lecce, 16/02/2024

MOHAMMED Ali Ahmed Humran  
The Union Of Arab Academics-SANAA  
UNIVERSITY  
SANAA, Yemen

**Subject: Invitation to attend the *CoastPredict General Assembly***

Dear Dr. Humran,

In consideration of your specific expertise in marine sciences and your contributions towards CoastPredict, and as President of the CMCC Foundation, I am pleased to invite you to attend the CoastPredict General Assembly that will take place at Universitat Politècnica de Catalunya, in Barcelona on 9 April 2024.

Your expertise in this field is of particular interest for *the CMCC project "Renovate"*, financed by funds *from CMCC* and in particular for the purposes of the above-cited event "*Coastpredict General Assembly*", where *the program's focus areas and projects and their contributions to Global Coast will be discussed*".

We deem the meeting may be of particular interest even in the framework of your activities and a cooperation on this specific issue may constitute an improvement of knowledge for both the entities we represent.

In case of your acceptance, the CMCC will provide for the reimbursement of transport, accommodation and meals expenses incurred by you during the trip and duly documented by receipts, which shall be sent at the CMCC Head Office within the terms indicated in the Guide here enclosed.

You are kindly required to send a confirmation of your attendance to Areeba Moiz ([areeba.moiz@cmcc.it](mailto:areeba.moiz@cmcc.it)), who is in charge of the event organization and will send you the meeting agenda as soon as possible.



Best regards,

Antonio Navarra  
*CMCC President*

A handwritten signature in black ink, appearing to read 'Antonio Navarra', positioned above a horizontal dotted line.

Giovanni Coppini  
*Division Director GOCO*

A handwritten signature in black ink, appearing to read 'Giovanni Coppini', positioned above a horizontal dotted line.

An original copy of this form shall be enclosed to the application for mission authorization (mod. 03) and mission reimbursement (mod. 04).

## Travels – Reimbursement Procedure<sup>1</sup>

The CMCC may reimburse the documented travel, meals and accommodation expenses incurred during the mission. Extra expenses are generally not allowed. Therefore, undocumented expenses or missing receipts will not be reimbursed.

Reimbursements will be generally paid by the administration office on a monthly basis, by bank transfer after the completion of the Mod. 13 form (employee/collaborator personal details) for guests who have not yet been entered in the CMCC archive.

The Mod. 04 form, together with the supporting evidence for the costs incurred, shall be completed within 30 days after the return date from the mission and the end of the project.

The duly filled in Mod. 04 form shall also include:

- the Invitation Letter in original copy (mod. 11);
- all tax receipts in original copy (with the supplier's name, the product or service and the date. If the product/service cannot be identified on the receipt, it shall be specified in the Notes section of the mod. 04 form);
- the e-ticket or the flights receipts;
- the boarding cards;
- the meeting agenda.

The use of your personal vehicle is not provided for in the CMCC procedures. Nevertheless, a justified request by the traveler may be accepted subject to the approval of the Division Director.

Taxi fare are eligible for reimbursement only if duly documented: the receipts shall include the date, travelled distance, collaborator's name, taxi number and taxi driver's signature

The amount of each expense receipt shall be individually reported on the reimbursement form, without adding up the receipts amounts even if they refer to the same kind of expense and/or date (for example: invoices, meals, taxi). The expenses and the related amounts directly incurred by the CMCC (prepaid) shall always be reported in the application for mission reimbursement (MOD.4 form) in the "Notes" section.

It is important to insert the currency name and the applied exchange rate (foreign currency value corresponding to 1 euro)<sup>2</sup>. The final amount in the form is automatically calculated in euros.

The currency exchange on the date of the first expense in foreign currency shall be considered when filling in the mission reimbursement form. The same exchange rate shall also be applied to calculate the days following that date. The reference website is: <http://www.oanda.com/convert/classic?lang=it>.

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<sup>1</sup> Owners of a Zucchetti CMCC account must continue to refer to the procedure for missions P-MIS01.

<sup>2</sup> If euros are used, 1 shall be adopted as exchange rate.

The page relating to the applied exchange rate shall be printed out and enclosed to the reimbursement documentation.

Alternatively, the local currency receipt can be accompanied by the bank statement that clearly indicates the euro amount charged by the bank for the expense.

The CMCC will only reimburse the currency exchange fees applied by an authorized bank. The exchange fees applied by non-institutional agencies or money-changers are not eligible for reimbursement.

The page relating to the applied exchange rate shall be printed out and enclosed to the reimbursement documentation.

Missions reimbursements are personal. When on a mission, each collaborator shall ask for individual receipts, avoiding collective receipts for more people. The receipts shall be tidily stapled on a sheet of paper, so that they are all visible and may be photocopied. Otherwise, the reimbursement will not be possible. It is understood that the Administration Office is not responsible in case the tax receipts are lost or delivered differently from what is required.

All documents shall be sent to the following recipients:

<p><b>For mission opening and travel arrangement</b></p>	<p><b>For mission reimbursement and registrations</b></p>
<p>The Mod. 3 form, together with any booking requests (tickets/hotels/transfers) shall be sent to Sonia Sicuro - CMCC Missions Office at the following address:</p>	<p>The Mod. 4 form, duly filled in and authorized, along with the tax receipts of the incurred expenses, shall be sent to Maria Grazia Pignatella - CMCC Missions Office at the following address:</p>
<p>CMCC FOUNDATION - MISSIONS OFFICE Sonia Sicuro Via Marco Biagi, 5 – 73100 Lecce <a href="mailto:missioni@cmcc.it">missioni@cmcc.it</a> Tel 0832- <u>1902411</u> (ext . 228)</p>	<p>CMCC FOUNDATION - MISSIONS OFFICE Maria Grazia Pignatella Via Marco Biagi, 5 – 73100 Lecce <a href="mailto:missioni@cmcc.it">missioni@cmcc.it</a> Tel. 0832- <u>1902411</u> (ext . 223)</p>