universitàdeglistudidinapoli**federicoII**

**UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II DIPARTIMENTO DI SCIENZE ECONOMICHE E STATISTICHE**

Naples, XXX

Dear Professor ,

I have the pleasure to invite you to spend a visiting period at the Department of Economics and Statistics of the University of Naples Federico II from XX/XX/XXX to YY/YY/YYY

Your activities during your visit will be:

1. Working on the research project: ……………….. joint with ………………………...
2. Presenting the paper titled… within the departmental seminar series.
3. Teaching the following course… within the departmental Phd/Master program

Please select one of the two following options:

1. The Department will reimburse your living and travel expenses upon presentation of original receipts up to €: ………
2. The Department will correspond you a flat-rate reimbursement of living and travel expenses of

€:………….

The expenditure will be covered by the following found …………………………………………

I look forward to receive your confirmation. Sincerely yours,

The Director

*Prof. Antonio Acconcia*

***For acceptance***

Place and date \_

Signature \_

**IMPORTANT NOTE**

* If you choose option A, the reimbursement is subject to the University rules (original receipts, taxi only on the day of departure / arrival, meals up to 60 euro per day).
* If you choose option B, the reimbursement is taxed at the 30% rate, unless you exhibit a certificate from the tax authority of your country that allows you to pay taxes in your country.

**Complesso Universitario Monte Sant’Angelo - Edificio 3 - Via Cintia - 80126 Napoli**