

When a member of ESU Italy has to reach a place, national or international one, for one or more activities, previous authorisation (*) by the President or Treasurer, can travel by:

1. his/her own car
2. renting a car
3. train
4. buses
5. plane
6. ship/ferry

The criteria for using one means of travel are different, but the main one is the concept of “cheapness”, joined with the aims of activity/ies.

(*) when travelling with the President and/or the Treasurer there is no need of authorisation.

1.

For claiming the reimbursement of the travel costs by car the following scheme has to be filled in:

a. Date and time of departure:

b. Date and time of arrival to the place

(Please state the place/locality):

Km out (a.): Km in (b.) = total Km

c. Date and time of departure from the place:

d. Date and time of arrival home

Km out (a.): Km in (b.) = total Km

Total Km driven:

For calculating the amount due: <http://servizi.aci.it/CKInternet/SelezioneModello>

Total amount due: euro

It's worth to use the car if: more people are travelling together; need to transport heavy or cumbersome items for the meeting/activities; to be in different places in a limited period of time; avoid an overnight stay; need to be back home as soon as possible; in case of transports strike or no public services/transports to the place or not compatible with the working time.

2. The car must be a group “A”, for the limited period of the activities, avoiding any personal use. The invoice will be given to the Treasurer for the payment.
3. It's recommended to use the train for distances between 50 and 250/300 Km.
4. It's recommended to use the bus for distances between 50 and 250/300 Km.
5. For destinations far more than 350 Km comparing the cost with other means of travel.
6. In case of islands, always comparing the costs with other means of travel, considering the time spending travelling, overnight, etc.