



DEPARTMENT  
OF POLITICAL AND  
SOCIAL SCIENCES

Logistic  
Information for  
**External Visitors**

**2024**

## Contents

1	Travel Arrangements .....	1
1.1	Booking your journey .....	1
1.2	How to reach Florence .....	1
1.2.1	Plane .....	1
1.2.2	Train .....	2
1.2.3	Bus .....	2
1.2.4	Car .....	2
2	Accommodation .....	3
2.1	Aggregator websites .....	3
2.2	Hostels .....	3
2.3	Hotels .....	3
2.3.1	1-star hotels .....	3
2.3.2	2-star hotels .....	3
2.3.3	3-star hotels .....	4
2.3.4	4-star hotels .....	4
2.4	B&Bs: .....	4
3	How to reach the EUI .....	5
3.1	From Florence Airport/City Center to the EUI: .....	5
3.2	Taxi Numbers .....	6

# 1 Travel Arrangements

## 1.1 Booking your journey

All external visitors to the EUI (reimbursed or not) must make their own travel and accommodation arrangements.

In order to purchase the most convenient fare, we highly recommend you book your journey in as soon as possible after being invited to the EUI.

## 1.2 How to reach Florence

### 1.2.1 Plane

Many of our visitors fly directly to Florence airport. Flights to Pisa or Bologna are usually less expensive, but they are not available every day, so we recommend you look into all possible routes, i.e., not only flying to and from Florence airport.

If you want to reach Florence by plane, you can do so by flying to one of the three airports conveniently located in or near Florence. These are:

- A. Florence Airport, Peretola (10 Km),
- B. Bologna Guglielmo Marconi Airport (107 Km), and
- C. Pisa International Airport (84 Km)

To reach Florence city from either airport:

- A. **Florence Airport, Peretola:** The easiest way to reach Florence from Florence's Airport is to take the tram (~24 minutes travel time). You can find information related to the tram on the [airport's website](#).
- B. **Bologna Guglielmo Marconi Airport:** There are two ways to reach Florence from Bologna's Airport.
  1. **Appennino Shuttle**  
For 20 EUR (25 EUR on board), the Shuttle connects the Bologna Airport to the Florence city center. One way is about 1.30h, but it is not scheduled every hour.
  2. **Marconi Express** to Bologna Central station and [train](#) to Florence  
11 EUR (Marconi Express = 7 minutes, departure every 7 minutes) + approximately 30 EUR. This solution is more expensive, but you are flexible and the fast train, departure every 30 minutes, takes only 37 minutes to arrive **Florence Santa Maria Novella** (Central Train Station)
- C. **Pisa International Airport:** Similarly, there are two ways to reach Florence from Pisa's airport.
  1. **Caronna Tours**  
Shuttle from Pisa Airport to Florence in 60 minutes (not Florence city center, but tram stop, from where you can get to the center): appr. 15 EUR.

2. **Pisa Mover** and **train** to Florence

Works exactly like the Bologna shuttle, departure every 6-15 minutes, takes 5 minutes to the Central Train Station, from there it is 1 hour to **Florence Santa Maria Novella** (Central Train Station)

### 1.2.2 Train

A greener alternative for getting to Florence, is going by train. The central train station in Florence is Firenze Santa Maria Novella (SMN), most trains will take you there. However, depending on where you will be staying, you should also take into consideration the other three stations within Florence (Firenze Statuto, Firenze Rifredi, and Firenze Campo di Marte). Once you reach the station, you can use public transport to reach your destination.

If you want to have a better price, Book tickets in advance if possible as they are cheaper: There are two companies that operate long-distance passenger trains in Italy. These are:

1. [Trenitalia](#)
2. [Italotreno](#)

Please keep watch on your ticket as these companies operate their trains separately!

### 1.2.3 Bus

A third alternative is to reach Florence via bus. For this purpose, there are several companies who offer their services, some of the biggest being [FlixBus](#) and [Omio](#).

### 1.2.4 Car

Finally, it is possible to reach Florence via car. In that case, beware that moving inside Florence by car is slow due to heavy traffic. Finding parking is also not easy. Therefore, seeing the other great alternatives to reach the city, we can't but strongly advise coming by car.

**NB:** Note that reimbursement for car travel expenses **requires special prior authorisation**. Please make sure to inform the administrative assistant in charge beforehand in order to check whether you are eligible for this expense.

# 2 Accommodation

There are various accommodation options in Florence. The most important thing is that whatever option you choose, you try to book as early as possible! This will ensure that a) you have more places to choose from and b) you pay less.

## 2.1 Aggregator websites

You can use one of the various aggregator websites to find the right accommodation for your specific needs and circumstances. For example, [Booking](#) or [Google Travel](#). Tip: after you have found a place that you would like to book through Booking, you can go to the official website of the stay, as you might find cheaper prices there!

There is an array of hotels in and around the Florence city area. Choosing a hotel is dependent on your preferences and needs during your stay. For reference we can recommend the following hotels and hostels:

## 2.2 Hostels

Florence city centre:

- Leonardo House - email: contact@leonardohouse.it
- Ostello Bello - email: firenze@ostellobello.com
- Yellow Square Florence - email: redi@yellowsquare.it
- Ostello 7 Santi - email: info@hostel7santi.com
- Re-dama - email: info@re-dama.it

## 2.3 Hotels

### 2.3.1 1-star hotels

Florence city centre:

- Hotel Il Bargellino - email: ilbargellino@gmail.com
- Hotel Bencidormi - email: info@hotelbencidormi.it

Nearby EUI - Fiesole:

- Albergo Villa Sorriso - email: villasorrisofiesole@gmail.com

### 2.3.2 2-star hotels

Florence city centre:

- Hotel Medici - email: info@hotelmedici.it
- Hotel Romagna - email: info@hotelromagna.it
- Hotel Berna - email: info@hotel-berna.it
- Hotel Nuova Italia - email: info@hotel-nuovaitalia.com

Nearby EUI - Fiesole:

- Villa la Stella - email: info@villalastella.it

### **2.3.3 3-star hotels**

**Florence city centre:**

- Hotel Meridiana - email: info@hotelmeridianafirenze.com
- Hotel Diana Park - email: info@dianaparkhotel.it
- Hotel Cimabue - email: info@hotetcimabue.it
- Loggiato dei Serviti hotel - email: reservations@loggiatodeiservitihotel.it
- Hotel Firenze Capitale - email: info@hotelfirenzecapitale.com
- Antica Dimora Johlea - email: info@antichedimorefiorentine.it
- Hotel Bonifacio

**Nearby EUI - Fiesole:**

- Hotel Villa Bonelli - email: info@hotelvillabonelli.com
- Pensione Bencista - email: info@bencista.com

### **2.3.4 4-star hotels**

**Florence city centre:**

- Hotel Rosso 23 - email: booking@wtbhotels.com
- Hotel Botticelli - email: booking@hotelbotticelli.it
- Hotel Garibaldi Blu - email: booking@wtbhotels.com
- The Social Hub - email: florence@thesocialhub.com
- Hotel de la Pace - email: info@hoteldelapace.com
- Hotel Cellai - email: info@hotelcellai.it

**Nearby EUI - Fiesole:**

- Villa Fiesole - email: info@villafiesole.it

## **2.4 B&Bs:**

In Italy, a very common type of accommodation are the Bed & Breakfasts (B&Bs). These are often private persons that make their place or one of their properties available, and generally also provide breakfast. It is an in-between hotels and Airbnbs. You can find B&B's, for example, through Booking or through Google Travel.

# 3 How to reach the EUI

## 3.1 From Florence Airport/City Center to the EUI:

The less complicated way to get from the airport to the EUI would be to [take a taxi](#). Alternatively, you could take the tram from the airport to the main train station in Florence (Santa Maria Novella) and then take the bus [Nr. 7 to Fiesole – Piazza Mino](#) (get off at bus stop San Domenico 01 – “B”) or a taxi from the main station in Florence. The tram stop is located directly at the airport’s exit. Please find further information [here](#).



Once you've made your way to the EUI, you can access the main building "Badia Fiesolana" from either the "Sanfelice" gate (1), by ringing the bell at the gate and indicating that you are a registered visitor at the SPS Department. Alternatively, you can walk 2 more minutes and enter from the Badia Main Entrance (2) (next to the Church, you will see flags from all EU countries). This is where the reception is located and from where EUI staff will greet you. Most of the SPS departmental offices are located in [Villa Sanfelice](#)

In case you prefer arriving by taxi, you can indicate the address *Piazza San Domenico* and follow the indications above or tell the driver the following address which will take you to the Badia Main Entrance (2): *Via dei Rocchettini 9, San Domenico di Fiesole*.

Bus tickets may be purchased digitally by sending a text message with "Firenze" as text to 488.01.05 (**only Italian numbers!**) or by using either the [Autolinee Toscane App](#) or the [TABNET APP](#) (recommended option with a foreign telephone number).

Travellers can still purchase tickets from official ticket offices, machines and authorised retailers (coffee shops - so-called "bars" here - tobacco retailers, kiosks: anyone with the "Autolinee Toscane" stickers on their shop window) and from the bus ticket booth within the SMN train station.

!!!Please beware that the buses are often late, so it is recommended to take one or two buses before your desired arrival time!!!

### 3.2      **Taxi Numbers**

There are two main Taxi companies available in Florence:

- +39 055 [4390](#) and
- +39 055 [4242](#).

You can find out more about taking a taxi in Florence on the [Visit Florence website](#).