



**ISTITUTO
ITALIANO DI
TECNOLOGIA**

Policy concerning Entertainment Expenses

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1 Objective

IIT Foundation (hereinafter IIT) wants to properly present its image to the external world in compliance with its institutional goals; it also wants to safeguard and enhance its own authority and reputation, strengthen its entertainment functions aimed at disseminating information on its activities, having them appreciated and followed. Moreover, IIT wants to guarantee collaboration with top foreign and Italian institutes and this is why it deems it advisable to issue the following guidelines concerning IIT entertainment expenses both in Italy and abroad.

2 Legitimated actors and management principles

Members of the Council, members of the Executive Committee, the General Director and Research Directors are authorized to effect such expenses, within the scope of their roles and functions and in line with the principle of sensible management as run by the good pater familias. The above mentioned actors, who are entitled to sustain entertainment expenses, must not be in conflict of interests with the subjects who benefit from these expenses.

Such expenses may be authorised by applying at the Secretariats of all legitimized actors and do not need any other authorization.

3 Details on accepted entertainment expenses

“Entertainment expenses” are those expenses paid by IIT to properly present its image to the external world and to establish relations with external bodies and institutions and researchers. Within the scope of IIT relations, such expenses aim at drawing attention of qualified actors and sectors and the public to IIT activities and goals, in order to benefit from advantages that may come from being known, appreciated and followed when performing its activities.

For instance, in the light of the above, IIT will pay those charges due to:

- a) Business lunches or dinners, and meals due to business meetings of IIT legitimised actors and external personalities or authorities, as well as business meals due to business meetings in which very important external personalities or authorities do participate;
- b) Business meals, lunches and entertainment expenses on the occasion of business calls of external people at IIT Foundation;
- c) Expenses due to floral tributes and obituaries concerning external personalities, members of Foundation's bodies or collaborators, personnel on secondment, and IIT employees;

d) Small gifts, namely plaques, medals, books, cups, as well as symbolic objects or objects bearing the Foundation's logo, and then objects describing the Foundation's activities, and more similar gifts, which are given to foreign or Italian personalities, as well as members of foreign or Italian delegations visiting the Foundation, or on the occasion of events or trips in Italy or abroad, in which IIT legitimised actors have participated.

4 Details on expenses that might be excluded

IIT budget will not accept those expenses due to liberality or tasks that do not fall under the role and function that the aforementioned actors have at IIT.