

TRAVEL AND EXPENSE REGULATION

Art. 1. This Regulation establishes rules for the granting of travel allowances and the issuance of tickets within the scope of the Fundação Faculdade de Medicina - FFM.

Art. 2. This Regulation, approved by the FFM Board of Trustees, shall be observed and implemented in its entirety by the Executive Board.

CHAPTER I – TRAVEL ALLOWANCES

Art. 3º Officials, employees, members of the Councils linked to the Faculty of Medicine Foundation, as well as professors and collaborators of the Faculdade de Medicina da Universidade de São Paulo (FMUSP) and the Hospital das Clínicas of the Faculdade de Medicina da Universidade de São Paulo (HCFMUSP), and eventual collaborators who travel on behalf of the institutional interests of FFM, especially the supported entities, on an occasional or temporary basis, to another location within the national territory or abroad, shall be entitled, without prejudice to the provision of tickets or transportation compensation, to receive travel allowances.

§1º. For the purposes of this article, occasional collaborators are considered to be natural persons without a functional relationship with the Fundação Faculdade de Medicina, who are not members of its Board of Trustees, Advisory or Fiscal Councils, nor of the supported entities.

§ 2º. The compensations established in this regulation comprise:

I - Participation in scientific or academic events in the country or abroad, limited to payment for 10 (ten) travel allowances, and may, according to the responsible party for the Management Center (CG), include registration fees and article publication fees and similar expenses;

II – The visit of a visiting Professor or Researcher for research, teaching, assistance, and innovation events, limited to the payment of 5 (five) travel allowances;

III – Internships in the country or abroad, limited to the internship period and up to the sponsorship value;

IV – Participation in administrative meetings in the country and abroad.

Art. 4º. Daily allowances will be granted by the FFM Board, preferably by the Corporate Management Director, for each day of absence from the workplace, including the departure and arrival dates, and are intended to compensate the beneficiaries specified in article 3 for extraordinary expenses with food, lodging, and local transportation, always subject to prior authorization by the responsible person in the supported area or institution.

§1º. The granting of daily allowances is prohibited with funds from operational accounts (SUS, Agreements, and Private) according to the decision made in the 2949th Session of the HCFMUSP Board of Directors (CD/HCFMUSP), held on 03/05/2011.

§2º. The rule of the previous paragraph does not apply to cases related to the Management Centers (CGs) of the Medical Investigation Laboratories (LIMs). For these cases, the CD/HCFMUSP, in the 2954th session of 07/26/11, decided that requests forwarded to funding agencies for these trips, which are provenly approved on merit but not financially supported, may have Institutional subsidies by the respective LIM CG.

§ 3º. In trips resulting from projects and research, the authorization for payment of tickets and daily allowances will be carried out by the Projects, Research, and Innovation Management, which will keep a record of such authorizations in its own file.

§ 4º. In the cases of the previous paragraph, the indemnifications for daily allowances and tickets will always be conditioned to the respective budgetary predictions and authorizations of the respective projects and research.

Art. 5º. Payment of daily allowances will be made before the start of the trip when the Payment Request (SP-e), of the ADVANCE type, together with the Request for Tickets and Daily Allowances (RPD) form, is forwarded to the Financial Management - Accounts Payable Department, with a minimum advance of 7 (seven) business days from the date of embarkation, subject to the provisions of article 11.

Sole paragraph. Proposals for granting daily allowances that include Saturdays, Sundays, and holidays shall be expressly justified.

Art. 6º The granting and payment of daily allowances presuppose, necessarily:

I – compatibility of the reasons for the displacement with the institutional interest of FFM, HCFMUSP, and FMUSP;

II – correlation between the reason for the displacement and the position's duties and the activities performed by the proponent;

III – registration of the act in the official electronic accounting system of the Fundação Faculdade de Medicina.

IV – proof of displacement and activity performed;

Art. 7º. In national and international trips funded through Fundação Faculdade de Medicina, with or without receipt of daily allowances, it is mandatory to provide proof of the trip within 5 (five) business days from the beneficiary's return date.

§ 1º. In case of total or partial cancellation of the event for which the aid was granted, the beneficiary, whether or not employed by FFM, must fully or proportionally reimburse the daily allowances and tickets, by depositing the corresponding amount in the account of Fundação Faculdade de Medicina (CNPJ 56.577.059/0001-00) at Banco do Brasil S/A, agency 1897-X, checking account number 105401-5, whose identification code is the CPF of the beneficiary-depositor of the aid taken, within 5 (five) business days after their return or non-displacement.

§ 2º. The proof of deposit must be attached to a letter prepared by the aid beneficiary containing the following information: whether the trip was made or not; whether there was any change in the date of the outward or return leg and whether the beneficiary participated in the event that was the purpose of the trip; and sent to contasapagar@ffm.br

§ 3º. Omission or false registration of information in the statement provided in §1 of this article shall subject the declarant to applicable administrative, civil, and criminal sanctions.

§ 4º. The beneficiary or proponent may attach a copy of the boarding pass or equivalent proof of travel, as well as other documents related to the trip taken to the statement provided in §1.

§ 5º. The Financial Management may request, for the purpose of supplementing information, a flight statement issued by the travel agency or airline company.

Art. 8º. The value of national and international per diems shall observe the costs of lodging, meals and transportation values, the amounts of which are established in Annex I.

Sole paragraph. The values referred to in the caput may be periodically revised for adjustment of the calculation base.

Art. 9º Per diems shall be subject to a discount corresponding to the meal and transportation allowances to which the beneficiaries are entitled, in the event of an employment relationship with FFM, except for those paid on weekends and holidays.

Art. 10. Per diems will be paid in advance, at once, except in cases of urgency, in which they may be processed during the absence, and when the absence covers a period of more than fifteen days, resulting from projects and research that so provide, in which case they may be paid in installments.

Art. 11. When there is an interest in sending more than one professional to the same event, the tickets must be purchased together, through the FFM Supply and Operations Management.

Art. 12. The person who travels to provide unpaid services to this Foundation shall be entitled to per diems and tickets as an occasional collaborator.

Art. 13. Whenever there is authorization for extension of the absence period, the beneficiary shall be entitled to the corresponding per diems for the excess period, observing the requirements of the initial grant.

Art. 14. When it comes to domestic travel, the daily allowance will be:

I - reduced by half, that is, BRL 500.00 (five hundred reais) when the absence does not require an overnight stay outside the headquarters;

II – reduced by half, that is, BRL 500.00 (five hundred reais) when lodging or other form of accommodation is provided at the expense of another agency or entity.

Art. 15. International daily allowances will be granted from the date of departure from the national territory and counted in full from the day of departure until the day of return, inclusive.

Sole paragraph. The same criteria established for granting, payment, and restitution of daily allowances paid in the national territory apply to international daily allowances.

Art. 16. When it comes to international daily allowances, payment will be made in Brazilian currency, and the value will be converted based on the PTAX selling rate (BACEN) of the exchange of the day immediately preceding the issuance of the bank credit order in the beneficiary's checking account.

Art. 17. . Daily allowances will be refunded in the following cases:

I – non-realization of travel, with full refund of the amount received;

II – early return, with proportional refund of the amount received;

III – other situations that do not justify the payment of the indemnity allowance.

§ 1º. When daily allowances are received and the beneficiary does not leave the headquarters for any reason, he/she is obliged to fully refund the respective amounts within 5 (five) days from the date scheduled for the start of the absence.

§ 2º. Daily allowances received in excess will also be refunded within five days from the date of return to the original headquarters.

§ 3º. Refunds will be made to the Fundação Faculdade de Medicina checking account, according to the banking information provided in article 7, item I, and the deposit receipt must also be sent to contasapagar@ffm.br.

§ 4º. In the case of international daily allowances, refunds will be made in the same amount and currency in which they were received, as provided for in article 16 of this Regulation.

Art. 18. No daily allowance will be due when:

I – the beneficiary is not exercising their respective position;

II – the travel constitutes a permanent requirement of the position.

CHAPTER II - TRAVEL EXPENSES

Art. 19. In addition to daily allowances, the following individuals shall receive travel tickets when they are temporarily or occasionally required to travel from their residence or workplace headquarters for service purposes, including executives, employees, members of the Councils linked to the Fundação Faculdade de Medicina and supported entities, and occasional collaborators:

I – by air, when regular air transportation is available for the intended route;

II – by land, rail or water, when:

a) there is no regular air transportation available for the intended route or desired date; and

b) the beneficiary expresses a preference for one of these modes of transportation over air travel.

§ 1º. The air tickets referred to in this article shall be exclusively purchased in the economy class, full fare category.

§ 2º. The category of the air ticket on international routes may be changed, provided that the beneficiary bears the additional cost.

§ 3º. The FFM will only cover the cost of the return ticket to a different city from the departure point when the travel is still for official purposes, and the beneficiary may be responsible for the costs of the change in other situations.

§ 4º. The expenses related to travel tickets will be recorded in the official electronic accounting system of the FFM.

§ 5º. The beneficiary shall bear the cost of rescheduling or canceling tickets if the cause is for personal reasons, except in cases of force majeure, duly justified.

§ 6º. In addition to tickets, travel insurance shall be contracted during the corresponding period for international trips paid for by the FFM.

§ 7º. In exceptional cases, and with the justification and approval of the President of the Board of Trustees, air tickets of different categories may be paid for.

Art. 20. Requests for the issuance of air travel requisitions shall be made to the Supply and Operations Management with a minimum notice of 15 (fifteen) business days, unless there is a demonstrated need.

§ 1º. The requesting unit must make the reservation for the travel ticket at the lowest available fare for direct flights to the destination, also considering the beneficiary's schedule.

2º. The Travel and Daily Allowance Request (RPD) must be submitted for review to the Corporate Management Directorate, except in cases provided for in paragraph two of Article 4 of this regulation, together with a price survey containing all available fares on the date of embarkation.

§ 3º. The cost of changing tickets will be borne by the beneficiary, except if the reason for the change is due to a duly justified service requirement by the interested party or the proponent, observing:

I – the necessary advance notice for the processing and handling of the request, according to the availability and rescheduling policy of the airlines;

II – the submission of a written justification, endorsed by the proponent, to be considered by the board, preferably by the Corporate Management Director.

§ 4º. In the case of issuing tickets for members of the Board of Directors, members of the Board of Trustees, Advisory and Fiscal Councils, Compliance, Information and Service, and Special Advisory, the approval of the President of the Faculdade de Medicina Foundation is essential, subject to prior approval by the Corporate Management Director.

Art. 21. In the case of work-related trips that require the purchase of road, rail, or waterway tickets, payment will be made by means of a funds advance or reimbursement to the officials, employees, members of the Councils linked to the Faculdade de Medicina Foundation, members of supported entities, and occasional collaborators, upon presentation of the tickets.

Art. 22 – In the case of travel using a personal vehicle, reimbursement will be made considering 40% (forty percent) of the value of the airfare, at the lowest available fare for the FFM, based on the same route, or, in its absence, the nearest location.

CHAPTER III – FINAL PROVISIONS

Art. 23. The beneficiaries of travel tickets and daily allowances, as well as those responsible for authorizations, shall be jointly liable for acts carried out in violation of the provisions of this Regulation.

Art. 24. Any cases not covered by this Regulation shall be resolved by the President Director of FFM.

Art. 25. This Regulation comes into force on the date of its approval by the Board of Trustees of the Fundação Faculdade de Medicina.

ANNEX I – DAILY ALLOWANCE TABLE

Daily Allowance Value	Currency
Daily allowance for domestic travel without overnight stay	R\$ 500.00 (five hundred Brazilian reais) for travel outside the metropolitan region of the headquarters
Daily allowance for domestic travel with overnight stay	R\$ 1.000,00 (one thousand reais)
Daily allowance for international travel to European Union countries.	€\$ 400,00 (four hundred euros)
International Daily Allowance for other Countries	US\$ 400,00 (four hundred dollars)
Daily allowance or scholarship for National or International internships	Limited to the period of the internship and up to the amount of sponsorship obtained