

Assignment Letter for Teachers

Through the completion of this letter, Formaction appoints:

*First Name and Last Name of the Teacher: _____

*For the course entitled: _____

*The course will take place on (date): _____

More details of the course are available on the course's program

The economical agreement for the teaching collaboration (including taxes) are:

*Daily fee: _____ €

Maximal daily food reimbursement: 50,00 € _____

Maximal daily hotel reimbursement: 60,00 € _____

Car trip reimbursement: 0,35€/km (inclusive of fuel and tolls) _____

Trip reimbursement with other means of transportation (e.g. train, plane): _____ €

NB: Please note that daily fee and all reimbursement expenses should be included in the invoice.

The expenses will be reimbursed following the presentation of the reimbursement's schedule, together with receipts as proofs of payment.

The invoice's payment will be carried out through bank transfer or other traceable payment methods at the end of the course and following positive check of invoice and receipts.

In case that the course does not reach the minimum number of participants for activation, the Administrative Office could cancel the course until 30 days before its conduction.

*Please tick here to accept all terms and conditions:

- I agree
- I do NOT agree

*Please tick here to give your consensus on using your personal information to create course advertisement and promotion in Formaction web site:

- I agree
- I do NOT agree

The Administrative Office for Course Organization
Formaction

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Teacher's signature _____