

# MISSION REGULATIONS FOR PHD STUDENTS

## 1. ONCE AT THE BEGINNING

- Fill the following form with your personal and banking data:

.doc: [http://www.astro.unipd.it/dipartimento/amministratz/Moduli\\_anagrafici.doc](http://www.astro.unipd.it/dipartimento/amministratz/Moduli_anagrafici.doc)

.pdf: [http://www.astro.unipd.it/dipartimento/amministratz/Moduli\\_anagrafici.pdf](http://www.astro.unipd.it/dipartimento/amministratz/Moduli_anagrafici.pdf)

**NOTE:** remember to update these data whenever you change it!

## 2. BEFORE LEAVING

**2.A:** For missions anywhere EXCEPT Asiago Ekar, fill page 1 of the Excel form found at:

[http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo\\_missioni\\_informatizzato\\_2012.xls](http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo_missioni_informatizzato_2012.xls)

- if you cannot open the Excel file, use the PDF equivalent, print and fill it:

.pdf: [http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo\\_missioni\\_2012.pdf](http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo_missioni_2012.pdf)

- Keep this file as the data will be used for reimbursements after your mission is over.

**2.B:** For missions to Asiago Ekar, use the different “Trasferta” form found at:

.doc: [http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo\\_trasferte\\_maggio\\_2012.doc](http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo_trasferte_maggio_2012.doc)

.pdf: [http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo\\_trasferte\\_maggio\\_2012.pdf](http://www.fisica.unipd.it/fileadmin/amministrazione/modulistica/modulo_trasferte_maggio_2012.pdf)

**2.C:** In both cases, fill the request for mission authorisation using the form found at:

.doc: [http://www.astro.unipd.it/dipartimento/amministratz/Autor\\_miss\\_dott.doc](http://www.astro.unipd.it/dipartimento/amministratz/Autor_miss_dott.doc)

.pdf: [http://www.astro.unipd.it/dipartimento/amministratz/Autor\\_miss\\_dott.pdf](http://www.astro.unipd.it/dipartimento/amministratz/Autor_miss_dott.pdf)

**2.D:** Make sure to **sign all forms**, and take them to the Administrative Office (Ms. Anna Bologna, 3rd floor, Office n. 306) **at least a week in advance**, so that the required authorization signatures can be collected before you actually leave.

**2.E:** If your mission or trip to Asiago will be paid by another Institution (e.g. INAF or other), you must attach to the above a copy of the Authorization Form you filled for the other Institute, signed by its Director.

**NOTE 1:** Flight tickets, Registration fees to Schools and Conferences, etc... may be paid by the Department before you leave **if requested well in advance**. See Ms. Bologna for further information.

**NOTE 2:** If you are going to stay abroad for more than a couple of days, it is advisable to transfer your health insurance to the country you are visiting. Further information under “Assistenza Sanitaria all'estero” at: <http://www.astro.unipd.it/dipartimento/segreteria-amm.html>

**NOTE 3:** If you need to leave on short notice, or on weekends, when the Administrative Office is closed, follow these steps:

- Fill the Mission or Trasferta Form as above, sign it and make a digital copy;
- Fill the Mission Authorisation Form as above and make a digital copy;
- Make a digital copy of your ID card or Passport (have one ready at any time!);
- Send an E-mail with all the above to the Admin. Office: [segramm.astronomia@unipd.it](mailto:segramm.astronomia@unipd.it);
- Send an Email to the School Director asking for the authorisation of your mission, C.C. to the Admin. Office: [giampaolo.piotto@unipd.it](mailto:giampaolo.piotto@unipd.it), [segramm.astronomia@unipd.it](mailto:segramm.astronomia@unipd.it);

**IF YOU DO NOT PROVIDE THE ABOVE DOCUMENTATION, YOU ARE NOT AUTHORISED TO LEAVE. IF YOU LEAVE ANYWAY, YOU ARE NOT COVERED BY INSURANCE AGAINST**

**ACCIDENTS OR INJURIES. THIS HOLDS FOR ALL MISSIONS, REGARDLESS OF THE GRANT USED TO REIMBURSE YOUR EXPENDITURES.**

### **3. AFTER RETURNING**

**3.A:** for missions anywhere EXCEPT Asiago Ekar, to obtain a full reimbursement of your expenditures you should follow these steps:

- Fill Page 2 (Reimbursement Form) of the same Excel File with the exact expenditure details, dates and times of departure and return;
- Provide hardcopy of School / Workshop / Meeting Program;
- Provide hardcopy of Participation Certificate;
- Keep and attach all accomodation receipts from Hotels;
- Keep and attach all receipts from meals and other **food** expenditures, including Social Dinner;
- Provide receipt of any Registration Fee you paid;
- Keep and attach all receipts from Taxi drives **ONLY IF IT WAS NECESSARY** (e.g. Train or Bus Strikes, no public transportation available);
- Keep and attach all receipts from shared Taxi drives **ONLY** for itineraries connecting to and from the Airport, if no public transportation available);
- Keep all receipts for Poster prints separated from the Mission Form. They will be reimbursed separately;
  
- **For Missions abroad** you are further asked to attach an Excel file with the detailed list of your daily expenditures. E.g.: day 1: meals € xxx, bus € xxx, underground € xxx; day 2 ...
  
- For receipts shared with other colleagues (e.g. cumulative receipt at the restaurant): one partecipant will keep the original receipt, the others should make a copy; each partecipant should attach to his/her copy a statement where the individual expenditures are indicated, using the form "Dichiarazione Autocertificata" at:  
.doc: [http://www.astro.unipd.it/dipartimento/amministratz/dichiarazione\\_autocertificata.doc](http://www.astro.unipd.it/dipartimento/amministratz/dichiarazione_autocertificata.doc)  
.pdf: [http://www.astro.unipd.it/dipartimento/amministratz/dichiarazione\\_autocertificata.pdf](http://www.astro.unipd.it/dipartimento/amministratz/dichiarazione_autocertificata.pdf)

**3.A:** For missions to Asiago Ekar, to obtain a full reimbursement of your expenditures you must follow these steps:

- get the "Trasferta" form back from the Administrative Office;
- Keep and attach all receipts from Hotel;
- Keep and attach all receipts from meals and other **food** expenditures;
- Keep and attach all receipts from Taxi drives **ONLY IF IT WAS NECESSARY** (e.g. Train or Bus Strikes, no public transportation available);
- If you need to buy detergents to clean the "Foresteria", get separated receipts, as they will be reimbursed separately.
- For receipts shared with other colleagues, follow instructions found at **3.A**

**FINAL NOTICE: If you are abroad and require assistance or information, contact the Administrative office (E-mail: [segramm.astronomia@unipd.it](mailto:segramm.astronomia@unipd.it); Tel: +39 049 8278252).**

**Last update: 2013-02-18**