

PHD STUDENTS

Mission authorisation request:

must be preceded by an e-mail sent to the Coordinator of the PhD course Prof. Mosè Mariotti (mose.mariotti@unipd.it), in Cc to the PhD Secretariat (phdnazionale.dfa@unipd.it), to Anna Teresa Bologna (annateresa.bologna@unipd.it) and to the PhD student's Supervisor, indicating:

permission is requested to attend the (conference, congress, school or purchase of....., etc...). Indicate all the data as per the "form" containing ***last name, first name, doctoral cycle, place, period***, title of the school or conference to which you will participate and link, duration of the conference (including days, of ***departure*** + start and/or end cong ,+ ***return***), ***means of transportation, funds and/or project on which the expense will be borne***, in case there is the possibility of ***grant request, indicate it*** (whether it is a PhD school or a conference) and the ***approximate estimate of the total expense*** of the mission.

THE MISSION FORM

Name:
PhD cycle:
Supervisors
Description and reasons for a trip:
Location:
Arrival and departure dates:
Estimated cost (please specify):
Funding:

All requests must be sent to Prof. M. Mariotti by e-mail ***at least 10/15 days before the mission is to take place***, even if it is a mission without expenses or with expenses reimbursed by a third party. Once the various authorisations have been obtained, one can proceed.

Please note that mission expenses should never be incurred before receiving authorization through the mission request form.

In the case of a study/research period abroad **lasting no less than 15 days**, all PhD students must send their authorisation for periods of activity abroad to the PhD Office (phd@unipd.it) and to the Secretariat (phdnazionale.dfa@unipd.it). They must also, at the end of the period, submit a certificate confirming the period spent abroad for it to be registered. To receive the 50% scholarship increment (which happens on a monthly basis), PhD students who were assigned a scholarship must also transmit a **statement of commencement of activity** (<https://www.unipd.it/en/phd-fees-grants-benefits>).

Afterwards, the request for assignment and authorisation must follow, by using the online procedure at the link (<http://webapps.unipd.it>), where you must indicate your personal data, place, presumed time of departure and arrival (but exact time of departure and arrival in the request for the final expense reimbursement), the congress and/or school.

(See Mission Regulations,

https://www.dfa.unipd.it/fileadmin/amministrazione/Modulistica/Reg_Missioni_EN_sett25.pdf)

In case of problems and/or doubts, always contact the Administrative Secretariat by e-mail (annateresa.bologna@unipd.it) or at 0498278252.

The issuance of authorisation presupposes prior verification of the coverage of the related expense.

2) Duration of the missions:

The reimbursement for continuous missions carried out within the national territory in the same location is paid up to a maximum of 240 continuous days.

This limit is reduced to 180 days for missions carried out abroad. An exception is made for missions abroad carried out by doctoral students of the University as part of the mobility related to their study and training activities, for which the duration may exceed 180 days, in compliance with the relevant University Regulations.

3) Compliance with the principle of economy and sustainability:

Those authorized to fulfil the mission are required to comply with the principle of economy and the reference tables of the Regulations.

Expenses deemed excessive or not congruous may not be reimbursed or reimbursed at a reduced rate.

4) Right to Reimbursement:

The right to reimbursement of the total of expenses is recognised if the mission ***lasts more than 4 hours*** and the place of mission is ***at least 10 km*** from the municipal boundary.

For missions lasting less than 4 hours, the person concerned is entitled to reimbursement of transportation expenses only.

The reimbursement may be either **ANALYTICAL** (upon submission of expense receipts) or **FLAT-RATE** (only for missions abroad).

ATTENTION – ALLOWABLE EXPENSES reference is made to the MISSION REGULATIONS IN FORCE FROM 1/10/2025	
MEANS OF TRANSPORTATION	
Ordinary means of transportation:	
a) trains, subways, buses, planes, ships, mass transit services to/from airports, and other means in regular scheduled service.	
b) the University's means of transportation.	
Extraordinary means of transportation:	
a) hired means of transportation.	
b) the authorised person's own means of transportation.	
c) taxis.	
The use of extraordinary means of transportation both for missions in Italy and abroad is always subject to prior authorization and to the existence of one of the following conditions:	
a) when there is an economic convenience, which must be ascertained by comparing the expense that would have been incurred if the ordinary means were used and the equivalent expense for the same items resulting from the use of the extraordinary means; for this purpose, the interested party must indicate in the request any useful element of comparison.	
b) when the place of the mission is not served by railroad or other ordinary means of transportation.	
c) when there is a special or stated need to reach the place of the mission quickly.	
d) when delicate and/or bulky materials and instruments indispensable for the performance of the	

activity must be transported.
e) in the event of a strike of ordinary means.

Hired means of transportation:

For the use of hired means of transportation and taxis, in the event that, for reasons related to the urgency or exceptional nature of the situation, it has not been possible to obtain prior authorization, it will be necessary to justify in a timely manner the use of the aforementioned means of transportation not previously authorized, in order to obtain the corresponding reimbursement.

In other cases, in the absence of the above requirements and the prescribed authorisation for the use of the extraordinary means, a mileage allowance equal to the cost of the train ticket for the class of entitlement and for the relevant route, excluding any surcharge, shall be granted for economic purposes only.

The use of the person's own vehicle on the mission is to be understood as extraordinary means which must be authorised in advance and adequately justified by signing an appropriate statement referring to the cases mentioned in paragraph 6. For this purpose, the use of one's own means must be appropriately highlighted in the authorisation request.

Specific justification must not be provided in the case of missions carried out by personnel not subject to authorization under Article 4 paragraph 9.

To determine the reimbursement of transportation expenses, the place of service is considered as the place of departure.

Departure/return from the habitual abode is recognized for reimbursement purposes only if it is closer to the place of mission than the place of service or does not involve additional costs, except in case of the existence of special conditions, duly justified and documented, related to the schedules and type of means used in relation to the requirements of the mission's activity.

In the event that the person concerned, for personal reasons, needs to leave or return on a day other than the one authorized in the mission, the ticket reimbursement may be made for a sum corresponding to the lower cost between the one of the ticket actually used and the one of the ticket that would have been used on the date of the start/end of the authorized mission, all of which must be documented by the person.

Reimbursement of transportation expenses shall be made upon presentation of the original travel ticket and, in case the price is not indicated, a statement from the agency that issued the ticket will also be required; booking fees through a travel agency are also allowed for reimbursement.

In case the carrier (railway company, airline, etc.) withdraws or does not issue the original ticket, it will be the responsibility of the person concerned to have a substitute statement issued, containing all the details.

For any doubts, please refer to the [Mission regulations](#) Effective September 1, 2025.

AIRPLANE

Regarding domestic or international flights, only the expense related to the use of the **economy class** is recognized.

Reimbursement of transportation expenses is made upon presentation of the original travel ticket or e-ticket, accompanied by boarding passes or equivalent documents.

If the travel ticket is without the price, a statement from the ticketing agency or receipt of payment must be attached. Any airfare reservation fees are also reimbursable, provided they are properly documented.

In the event of loss or theft of the ticket, reimbursement of transportation expenses will be made upon presentation by the person concerned of a self-certification, made under their personal responsibility concerning the travel and the price of the ticket.

BOARD AND LODGING

The person concerned **may stay overnight at the place of the mission** if, either:

- a) this is **more than 50 km** from the place of service or residence.
- b) **the return time is more than 1 hour**.

In other cases, they are required to return at the end of each day of the mission, except in exceptional cases in which they demonstrate greater economy for the University or for justified institutional service needs related to staying at the place of the mission.

When on missions within the national territory, the person concerned is required to use, for board and lodging, the University's facilities, where existing and available.

No food expenses are reimbursed in the case of missions lasting less than four hours.

Documentation for board reimbursements is considered complete when the receipt contains the name of the caterer, the amount paid and the reason for payment. Service charge is also allowable if documented.

The purchase of food is allowed with the same daily limits as in Table 1.

Lodging expenses may also include breakfast. In case that the cost of breakfast is not included in the overnight stay, reimbursement is allowed, but it contributes to the limit provided for the reimbursement of food expenses; the costs of other services - bar, pay TV, etc., are not allowed. Accommodation in "residences" or other non-hotel facilities is allowed (subject to the same limits as indicated for accommodation), upon presentation of a regular contract, invoice or receipt of payment.

The documentation for the reimbursement of lodging consists of an invoice or tax receipt in the name of the person on the mission. This requirement also exists in the case of purchases made on the Internet using brokerage portals. The document must be complete with all the data of the service provider and the person using the service.

Analytical reimbursement of expenses for food, lodging and incidental expenses: for missions in Italy and abroad, reimbursement covers:

- a) meal expenses: reimbursement of meals, including small meals, is recognized within the daily limits established and shown in **Table 1**.
- b) Meal expenses are not reimbursed in the case of missions lasting less than four hours.
- c) Documentation for meal reimbursements is considered complete when the receipt contains the header of the caterer, the amount paid, and the reason for payment.
- d) Service charge is also reimbursable if documented.
- e) The purchase of food is allowed with the same daily limits.

The following additional expenses directly related to the mission are reimbursable upon presentation of regular receipts:

1. Visa expenses;

2. Tourist taxes;
3. expenses for compulsory vaccinations and pharmaceutical expenses for prophylaxis.
4. health insurance to cover medical, pharmaceutical and hospital expenses in non-EU countries for which the Ministry of Health is not part special agreements.
5. gratuities, when mandatory;
6. telephone and Internet connection expenses for mission or institutional reasons.
7. material transportation expenses for mission or institutional reasons.
8. currency exchange.

If the expense documentation is lacking in certain items of evidence, such as lacking the amount paid, the date, or is written in languages other than English, French, German and Spanish, a supplementary explanatory statement signed by the person concerned is required.

5) **Advance by electronic credit card:**

1. The advance shall be made using the electronic credit card, issued specifically within the University's computerized procedure, for the incurrence of mission expenses as defined in these Regulations. The use of the electronic credit card is not compatible with the request for advance payment.
2. The amount available and the date of validity of the card are linked to the presumed cost of the mission declared by the person concerned in the application for authorization and to the duration of the mission.
3. The electronic credit card can be used only for the purchase of some of the mission-related services, namely:

- a) air, rail and sea ticketing.
- b) hotel services;
- c) car rental services;
- d) collective transportation services to/from airports and ports.
 - conference registrations, in accordance with Article 8 and with the technical possibility of proceeding with payment by electronic card.

e) food expenses, in accordance with the technical possibility of proceeding with payment by electronic card.

Upon return from the mission, the person is required to produce the expense slips related to purchases made using the credit card when reporting on the mission.

The University administrative structure responsible for financial coverage is required to promptly recover, directly in the payroll or when disbursing the due compensation, any expenses incurred with the card that are not allowed among the reimbursable costs.

It is very important that, in the case of virtual credit card use, the person notifies Ms. Bologna via email for each expense made and the amount.

6) **Cash advances:**

1. Only in the event that it is not possible to proceed with the issuance of the electronic credit card referred to in Article 18 ***or in other entirely exceptional cases duly justified and authorized in advance by the Structure***, the personnel assigned to carry out a mission shall be entitled to request an advance in an amount not exceeding 75% of the presumed cost due for the mission.
2. The advance payment of mission expenses shall be granted, upon the request of the person concerned at the same time as the application for authorization for the mission, only to those persons referred to in Article 3 for whom any recovery of the undue advance payment from salary, compensation or benefit is possible, within the limits of the capacity of the sums to be disbursed and subject to the provisions of Article 7.

Any request for advance payment may be fulfilled only if the elements useful for its quantification are present. The request must be made to the Administration no less than 10 working days in advance of the start date of the mission, except in exceptional cases of proven urgency.

The University may enter into agreements with hotel agencies or transportation companies for the purpose of obtaining more favourable conditions for the services offered. In such cases, the person must use the services of the contracted companies, except in cases where this is incompatible with the performance of the mission or where the use of the agreement involves an increase in costs.

7) **Reimbursement processing:**

1. Reimbursement shall be submitted within a maximum period of 90 days from the date of completion of the mission and in any case no later than January 31 of the year following the year in which the mission was carried out ***or by the expiration of the contractual relationship with the University if earlier***. Once this deadline has passed, it will no longer be possible to apply for reimbursement, and the Administration will proceed to recover any sums already advanced.
2. ***The mission is strictly personal, with the consequence that the statement must not contain expenses advanced for other parties.***

Any expenditures for which reimbursement is sought must meet a principle of inherency regarding the mission.

Remember that:

-  **Fee payment:** payment of the fee for participation in schools/conferences may be made only and exclusively by requesting the issuance of the virtual credit card at the mission opening. In properly documented cases when it is not possible to make the payment by card, it will be necessary to ask the Accounting and Purchasing Department for support on how to proceed with the payment (well in advance of the deadline). No reimbursement will be made for school/congress registration fees that have not followed the correct procedure indicated above.
-  **Poster expenses reimbursement:** poster printing will have to be done through the procedure put in place by the Department and communicated by e-mail from the Management Secretariat dated April 1, 2025 (contact ammdip@dfa.unipd.it).
-  **traceable expenses:** as widely communicated following the introduction of Budget Law 2025, it is imperative that expenses for lodging, food and non-public transportation (e.g., taxi) are paid through traceable means. If the expenditure is made in an untraceable manner, it will be subject to taxation.
-  **For missions carried out abroad,** the already existing possibility of requesting lump-sum reimbursement as an alternative to analytical reimbursement of board and lodging expenses remains, so only transportation expenses are left to be justified analytically according to the regulations. ***If analytical reimbursement of lodging is provided, or if lodging is provided at the expense of the Administration, Community Institutions or foreign states, Organizing Bodies of Conferences or events in general that provide for lodging at the expense of the Host Institution, the "alternative mission treatment" is reduced by 50%.***

Please note that the lump-sum reimbursement is partially subject to taxation.

-  Please note that all receipts must be attached to the mission statement in digital format: this does not exclude the obligation, currently still in force, to hand in paper receipts (e.g., meal receipts). Transmission in digital format must be accompanied by a statement, also made digitally, in which the person declares not to claim reimbursement for the same expenses reported to the University at other public or private entities.

Evidence of the costs for which reimbursement is requested, accompanied by proof of traceable payment for expenses required by law, must be **made out to the Subject** and not to the Department of affiliation, except in cases where the conference organizer requests the Department's fiscal data.

In the case of expenses that are not clearly identified or shared with other participants, the submission of a motivating **affidavit** will be required.

SOME KEY POINTS AND ADVICE:

- Original receipts must be delivered by hand or sent to the following address:

Anna Teresa Bologna
Department of Physics and Astronomy 'Galileo Galilei'
Vicolo Osservatorio, 3
35122 Padova

- Receipts must be stapled to a sheet of paper, divided by category and by day; **both the itemised receipt and the POS receipt must be submitted.**
- No cash payments should be made.
- In the case of accommodation in a hotel, it is advisable to **ask for the invoice to be issued the day before departure**, so that the information contained therein can be verified.
- **No reimbursement will be made without receipts.**
- **Healthcare:** for missions within the EU, PhD students in possession of a TEAM - European Health Insurance Card are covered in the event of illness.

For missions to non-EU countries that have not signed an agreement with the Ministry of Health, the person concerned must take out health insurance independently. In the event of illness, it is necessary to report the problem immediately, obtain the relevant documentation and, upon return, submit it together with the mission receipts.

The forms are available at the following link: <https://www.dfa.unipd.it/servizi/settore-contabilita-e-acquisti/modulistica-varia/>.

HOW TO OPEN A MISSION ON THE UNIPD PORTAL

1. Consult the mission regulations at the following link: https://www.dfa.unipd.it/fileadmin/amministrazione/Modulistica/Reg_Missioni_EN_sett25.pdf;
2. Open the mission by going to the link <http://www.unipd.it/richieste>, following the guide https://www.dfa.unipd.it/fileadmin/amministrazione/Modulistica/GUIDA_nuovo_applicativo_missioni_rev8_20230118.pdf (unfortunately, this document is only in Italian) or the video tutorial https://mediaspace.unipd.it/media/Videotutorial+Procedura+missioni/1_ac5e44oxlf
3. **If your research budget is handled by your hosting institution and not UNIPD (some students of the 39° and 40° cycle only)**, you should indicate: "Missione senza rimborso spese/Mission without reimbursement of expenses" -> YES.

4. ***If your research budget is handled by UNIPD (some students of the 39° and 40° cycle and all students of the 41° cycle),*** you should indicate "Missione senza rimborso spese/Mission without reimbursement of expenses" -> NO. You should then fill in:

Fund type -> Budget di struttura

Description of the fund -> Fondi personali - Dottorato Nazionale

5. The authorization signatures to be indicated are as follows:

- Financial coverage manager (if your budget is at UNIPD): **MARCO AGNELLO** (marco.agnello@unipd.it) - It comes automatically
- Authorization manager: **FLAVIO SENO** (flavio.seno@unipd.it)
- The request will be notified to: **ALESSANDRA ZORZI** (alessandra.zorzi@unipd.it); ***please, don't forget to add this field, since it allows us to keep track of your missions.***
- Other signatures -> Coordinator of the Doctoral Course (**Prof. Mosè Mariotti**).

For any doubt or problem, the contact person for opening the missions is Anna Teresa Bologna (annateresa.bologna@unipd.it).