



OFFICIAL INFORMATION REGARDING PHD TRIPS

TRIP AUTHORISATION

For trips of less than 6 months where no request for an advance of funds to cover financial expenses is made, PhD students should send a **trip authorisation form**, complete with all the required signatures (Coordinator / Graduate School Director / Tutor if applicable / applicant), via Certified Email to the address of the Protocol Office: ufficio.protocollo@pec.univr.it at least 5 days before their departure date. Before obtaining signatures from the Coordinator to authorise the trip and from the Graduate School Director for the use of funds, the applicant must contact the Graduate School Secretary for instructions on which “Project” the reimbursement can be charged to and to check the availability of funds.

For trips lasting longer than 6 months, applicants should contact the Graduate School Secretary at least one month before submitting their form to the Protocol Office, in order to check the procedure for obtaining a copy of the Teaching Committee’s resolution, which must then be attached to the trip authorisation form. After this, the applicant must obtain the Graduate School Director’s signature for the use of funds and finally send all the documents via email to the Protocol Office at least 5 days before the departure date.

Remember that, once the available funds have been used, no further funds will be issued for surplus expenses.

The **trip authorisation form** MUST be signed and submitted before leaving, or else the insurance cover, reimbursement of expenses and scholarship supplement for overseas trips will be forfeited.

Upon return, PhD students must officially “end the trip” by completing the **payment form** and attaching due evidence of their expenses – receipts should be stuck onto A4 paper in chronological order, as in the example attached, and all expenses should be summarised under the specific categories shown in the table, indicating the total amount to be reimbursed.

It is also necessary to submit the certificate of participation from the event that constituted the reason for the trip.

Due to the large number of requests, submissions that are incomplete, incorrectly filled out or lack the correct signatures will not be processed, nor can we guarantee that students will be contacted to complete their application.

Please read the Trip Regulations carefully, available at: <https://www.univr.it/documenti/Documento/allegati/allegati847974.pdf> and respect the following provisions:

- The trip must start and end at the PhD student’s regular university campus. The departure may start from the student’s home address only if this is closer to the destination. In this case, the authorisation request must show that it will be cheaper to leave from the student’s home than from the university campus.



- Expenses must be strictly related to the trip; non-essential trip expenses will not be reimbursed.

As an example, here is list of permissible expenses:

- ✓ Train/bus/metro: attach the original tickets.
- ✓ Airplane/ship: attach the electronic ticket, booking confirmation, boarding pass, itinerary, insurance expenses if applicable and/or other.
- ✓ Meals: attach all the original receipts (for meal expense reimbursement limits, please see the [Trip Regulations](#)).
- ✓ Accommodation: submit the tax receipts issued to you as an individual by the hotel. Reimbursement is permitted for single room accommodation or, if that is not available, a double room for single use. If you stay in a double room, you will be reimbursed for 50% of the room price. For ONLINE reservations, it is necessary to ask the hotel for an invoice or tax receipt. If you stay in an apartment, you will need to submit the receipt of payment and a statement attesting that it was more economical than staying in a hotel.
- ✓ Taxi: submit the original receipt and state the journey it was for.
- ✓ Registration for seminars/conferences: payment receipt issued by the organisation, credit card or bank transfer details, event flyer, certificate of attendance.
- ✓ For expenses in foreign currency, submit the details from your credit card; if not, the currency exchange rate will be determined via Oanda or a similar site.
- ✓ Trips abroad: rather than reimbursing a full breakdown of travel expenses, it is possible to request a lump sum repayment instead.

N.B. *It is the applicant's responsibility to ensure the attached documents are legible and can be clearly understood.*

Other expense-related documents where it is not clear what type of purchase was made (e.g. due to being in a foreign language or only stating "various") must be accompanied by a self-declaration specifying the nature of the goods or services acquired, otherwise they will not be taken into account.

ADVANCE PAYMENT FOR TRIPS

For trips where expenses are expected to exceed € 500.00, it is possible to request an **advance of the trip expenses** equal to 70% of the accommodation costs, 100% of the travel costs and 100% of the conference/seminar registration fees. To request an advance, you will need to send a correctly completed **trip advance form** via Certified Email to the Protocol Office address: ufficio.protocollo@pec.univr.it at least 21 days prior, complete with all the necessary signatures (Coordinator / Graduate School Director / Tutor if applicable) and attaching expense estimates or statements of expenses already paid (tickets, accommodation, registration fees, etc.).

Before requesting the Coordinator's signature to authorise the trip and the Graduate School Director's signature for the use of funds, applicants must contact the Graduate School Secretary to



find out which “Project” the advance and reimbursement of trip expenses can be charged to and to check the availability of funds available.

Please remember that for trips lasting longer than 6 months, applicants should contact the Graduate School Secretary at least one month before submitting the form to the Protocol Office in order to check the procedure for obtaining a copy of the Teaching Committee’s resolution, which should then be attached to the authorisation form. After this, the applicant must obtain the Graduate School Director’s signature for the use of funds, and finally send all the documents via email to the Protocol Office at least 21 days before the departure date.

Within 5 days of returning, PhD students must officially “end the trip” by completing the **payment form** according to the instructions above; if not, they will have to pay back the advance.

If the trip is not taken for any reason, the student will also have to pay back any advance that was received.

PHD SCHOLARSHIP RECIPIENTS

For PhD scholarship recipients, trip authorisation (with or without an advance) also comprises an increase in the amount of scholarship money administered, exclusively for trips abroad, according to the following means:

- For stays of more than 30 days, an advance of 80% will be paid.
- The remaining 20% will be paid in full after receiving documentation attesting the actual period of the stay abroad.
- For stays of less than one month, the increase will be paid in a lump sum at the end of the trip, after the student has submitted the necessary documents.

The increased amount will be calculated according to the number of days spent abroad. The daily allowance is €18.68 gross.

The **trip authorisation form and/or trip advance form** must be sent directly by the applicant to the Certified Email address: ufficio.protocollo@pec.univr.it, complete with all the required signatures (Coordinator / Graduate School Director / Tutor if applicable / applicant) respectively at least 5 or 21 days before the departure date. Advance payment of the scholarship increase for trips abroad shall be paid together with the next payment of the PhD scholarship instalment.

Within 15 days of returning, PhD students must submit the **payment form** (if they did not request an advance for trip expenses) together with the original of their certificate of participation at the event (if a photocopy is submitted, they must declare that it is identical to the original) and justification of all the expenses to be reimbursed.



If, on the other hand, the student requested an advance for trip expenses, they must officially “end the trip” within 5 days of returning by completing the **payment form** according to the section “Advances Payment for Trips” reported above; if not, the advance will have to be paid back.

If the period abroad is shorter than that stated, the extra sum will be deducted from the following monthly scholarship payment.

For accounting reasons, no advances are given for trips abroad taken in the final three months of a PhD scholarship.

The University reserves the right to periodically perform sample checks to verify the accuracy and truthfulness of the information provided by applicants. Please keep the originals of the documents for at least one year after the end of the trip.