



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.

ESEMPIO: COME ALLEGARE PEZZE GIUSTIFICATIVE PINZATE SU FOGLIO A4 IN ORDINE CRONOLOGICO



EXAMPLE: RECEIPTS SHOULD BE STUCK ONTO A4 PAPER IN CHRONOLOGICAL ORDER

Pagina 1 di 1

Partita Iva: 05403151003

Data Emissione 12/05/2015

DETTAGLIO BIGLIETTO

Da Napoli Centrale a Roma Termini il 17/05/2015 alle ore 16:30						
Data partenza	Ora	Da	A	Data arrivo	Ora	Num. Pax.
17/05/2015	16:30	Napoli Centrale	Roma Termini	17/05/2015	17:40	1
Treno: Frecciargento 9446		Servizio: 2° Classe ; Carrozza: 4 ; Posti: 15D				
Canale: EASY RETEODORICO VIAGGI (38459)			PNR: JWMDVN			

* Importo pagato totale: **43.00 EUR**

* Il corrispettivo pagato è relativo ad operazioni assoggettate ad I.V.A. NON VALIDO AI FINI FISCALI

DETTAGLIO OFFERTE

Offerta-Servizio	Carrozza	Posto	Nome	Dati Aggiuntivi	Codice CartaFreccia	Codice CP	Punti Guadagnati
BASE-ADULTO 2° CLASSE	4	15D (Finestrino)		TIPO PASSEGGERO: ADULTO		590701	--

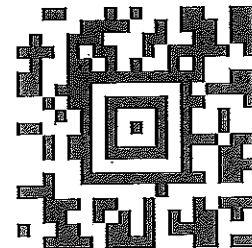
Napoli Centrale>Roma Termini

Biglietto acquistato da:
Codice CartaFreccia:
Codice Azienda:-



IMPORTANTE:

Ricorda che per ogni tratta/passeggero sono applicate condizioni tariffarie diverse, che possono variare le modalità di cambio e/o rimborso del viaggio. Per consentire di registrare la tua presenza comunica il PNR al personale di bordo.
La mancata comunicazione del PNR equivale al mancato possesso del biglietto



Complimenti, con questo viaggio hai contribuito a risparmiare al pianeta circa 211kg di CO₂
(valore speso in treno passeggero rispetto al mezzo privato aereo)

Confronto: 1kg di CO₂ emessi in media per un passeggero che viaggia sulla tratta:

25	86	105

Napoli-Milano

17	57	81

Roma-Venezia

*Fonte: Kapschberger (2012), www.ecopasseggero.org

CON LE FRECCIE DA CENTRO A CENTRO CITTA' AL MIGLIOR PREZZO

Trenitalia, chi ti dà di più?

DETTAGLIO BIGLIETTO

Valido per 4 ore dalle ore 17:58 del giorno 17/05/2015						
Data partenza	Ora	Da	A	Data arrivo	Ora	Servizio
17/05/2015	17:58	Roma Termini	Perugia	17/05/2015	20:32	2° Classe

Canale: EASY RETEODORICO VIAGGI (38459)	Codice biglietto: 178177684
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*** Importo pagato totale: 11.20 EUR**

* Il corrispettivo pagato è relativo ad operazioni assoggettate ad I.V.A
NON VALIDO AI FINI FISCALI

DETTAGLIO VIAGGIO

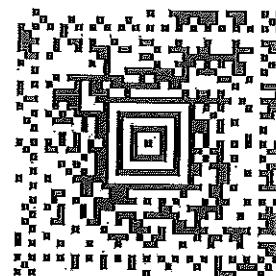
Treno	Partenza	Arrivo
Regionale Veloce 2488	Roma Termini 17:58	Perugia 20:32

DETTAGLIO OFFERTE

Offerta	Carrozza	Posto	Nome	Dati Aggiuntivi	Codice Fedelta'	Codice CP	Punti Guadagnati
ORDINARIA- ADULTO 2° CLASSE	--	--	MAR	TIPO PASSEGGERO: ADULTO		--	--

Biglietto acquistato da:
Codice Fedelta':
Codice Azienda: -

CMP-4Q9-8WS-2UB



AVVERTENZE

- Valgono le condizioni di trasporto del Vettore che effettua il servizio. Per Trenitalia valgono le Condizioni Generali di Trasporto dei Passeggeri consultabili sul sito www.trenitalia.com ed in biglietteria, nonché le regole uniformi CIV.
- Il biglietto è
 - 2.1. nominativo, personale e incedibile
 - 2.2. già convalidato e permette di iniziare il viaggio entro 4 ore 0 minuti dalla data/ora indicata su questa ricevuta
- Il titolo di viaggio deve essere esibito (su supporto cartaceo o da supporto informatico in grado di consentire la corretta visualizzazione di file in .pdf) unitamente ad un valido documento di riconoscimento ad ogni richiesta del personale di controlleria. In mancanza di anche uno solo dei due, il viaggiatore viene considerato come sprovvisto di biglietto e regolarizzato in base alla normativa vigente
- Non è possibile anticipare la partenza
- Non è ammesso il cambio del biglietto



BIGLIETTO
TRENO ORDINARIO
DA CONVALIDARE

N. 1 ADULTI

UTILIZZABILE DAL 18/05/15 AL 17/07/15

Partenza	---	Arrivo
PERUGIA		ROMA TERMINI

Classe
2

VIA FOLIGNO*ORTE*

KM 206
TARIFFA 39/AS
VALE 24H DA CONVALIDA

EUR ****11,50

TOT.BIGL.N. 1

P.IVA 05403151003

AQ 8899611

0764AQ8899611

181458396 PERUGIA 180515 13:35 30674- 2 NON FISCALE



BIGLIETTO CON PRENOTAZIONE
FRECCIAROSSA
BASE

N. 1 ADULTI

DA ESIBIRE IN CASO DI CAMBIO TRENO
Con questo viaggio risparmi circa 21Kg di CO2 (vedi retro**)

Data	Ora	Partenza	---	Arrivo	Data	Ora	Servizio
18.05	17.05	ROMA TERMINI		NAPOLI CENTRALE	18.05	18.15	2STD

TRENO 9635 CARROZZA 009 POSTI 1D FINESTRINO
POSTO STANDARD

BASE
CAMBIO PRENOTAZIONE

EUR ****43,00

TOT.BIGL.N.1

POS
P.IVA 05403151003

AQ 8903099

0764AQ8903099

181453512 PERUGIA 180515 13:26 30674- 1 NON FISCALE

DETTAGLIO BIGLIETTO

Valido per 4 ore dalle ore 17:56 del giorno 18/05/2015						
Data partenza	Ora	Da	A	Data arrivo	Ora	Servizio
18/05/2015	17:56	Perugia	Roma Termini	18/05/2015	20:35	2° Classe

Canale: EASY RETEODORICO VIAGGI (38459)	Codice biglietto: 178190918
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*** Importo pagato totale: 11.20 EUR**

* Il corrispettivo pagato è relativo ad operazioni assoggettate ad I.V.A
NON VALIDO AI FINI FISCALI

DETTAGLIO VIAGGIO

Treno	Partenza	Arrivo
Regionale Veloce 2489	Perugia 17:56	Roma Termini 20:35

DETTAGLIO OFFERTE

Offerta	Carrozza	Posto	Nome	Dati Aggiuntivi	Codice Fedelta'	Codice CP	Punti Guadagnati
ORDINARIA- ADULTO 2° CLASSE	--	--		TIPO PASSEGGERO: ADULTO		--	--

Biglietto acquistato da: **MARIA DAMIANO**

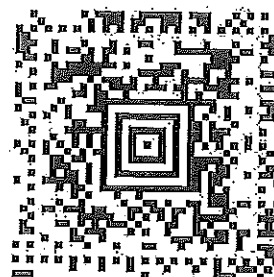
Codice Fedelta':

Codice Azienda: -

7V6-NHL-RUB-RZX

AVVERTENZE

- Valgono le condizioni di trasporto del Vettore che effettua il servizio. Per Trenitalia valgono le Condizioni Generali di Trasporto dei Passeggeri consultabili sul sito www.trenitalia.com ed in biglietteria, nonché le regole uniformi CIV.
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 - 2.1. nominativo, personale e incedibile
 - 2.2. già convalidato e permette di iniziare il viaggio entro 4 ore 0 minuti dalla data/ora indicata su questa ricevuta
- Il titolo di viaggio deve essere esibito (su supporto cartaceo o da supporto informatico in grado di consentire la corretta visualizzazione di file in .pdf) unitamente ad un valido documento di riconoscimento ad ogni richiesta del personale di controleria. In mancanza di anche uno solo dei due, il viaggiatore viene considerato come sprovvisto di biglietto e regolarizzato in base alla normativa vigente
- Non è possibile anticipare la partenza
- Non è ammesso il cambio del biglietto



Hotel S. ERCOLANO

di Miri Lavasani

Via Bovaro, 9 - 06121 PERUGIA (Italy)

Tel. e fax +39.075.5724650

E-Mail: s_ercolano@yahoo.it - www.santercolano.com

C.F. MRLSDB 53B25 Z224Q - P. IVA 02688580543

RICEVUTA FISCALE - FATTURA
(Legge 30 dicembre 1991 n. 413)

Ricevuta fiscale n. 620

Data documento 18/05/2015

Pag. 1 di 1

Dati identificativi del cliente

Quantità, natura e qualità dei beni e dei servizi

Importo

17/05/15 - 18/05/15 (1 gg) Interi:2

Cam.49 (MATRIMONIA) 2 no colazione [46,00/cam]

€ 46,00

Cam.49 - 1 x Imposta di soggiorno (D.Lgs.n.23/2011)

€ 1,00

colazione a buffet

€ 4,00

Alliquota	Imponibile	Imposta	Controspettivo pagato	Controspettivo non pagato
			€ 51,00	€ 47,00
Totale			€ 51,00	€ 47,00

XAU N° 3429 /2015

Note

Tipolito Duomo snc - Via Pellas, 37-39-41 Perugia - C.F. 00198080541 - Aut. Min. Fin. n. 364981 del 11-9-79

LES CRE FANTASTIQUE

DI CONTE MONICA

VIA S. ERCOLANO 1

PERUGIA

P. I. 03353020542

REPARTO 01 1.50
REPARTO 01 1.50
REPARTO 01 1.00

TOTALE € 8.50
CONTANTI 8.50

OP#1 PZH3
N.0038 17/05/15 22:27

MF R5 72064222

TRENITALIA

ACAP

minimetro

UNICO PERUGIA

UMBRIA MOBILITÀ

1 CORSA SINGOLA



41-00457583

UNICO PERUGIA

vale 70 minuti dalla prima convalida
su: U.MOBILITÀ-MINIMETRO-ACAP-TRENITALIA

€ 1,50

UFFET STAZIONE PERUGIA

FONTIVEGGE S.R.L.

P. ZZA VITTORIO VENETO, 7 - PERUGIA

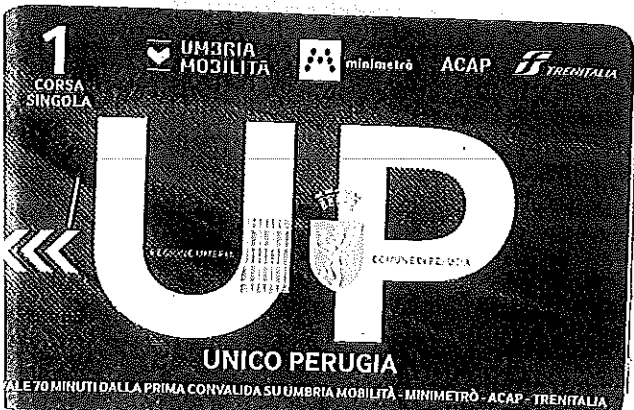
P. IVA 03298860549

BAGUETTE 2.50
TOTALE € 2.50
CONTANTE
ARTICOLI 1

REG. 001 OPER. 1
18-05-2015 13:31
SCONTRINO FISCALE N. 475

MF TU 45450308

DIANA VOLUME 15G 2.80
TOT. GENERALE 5.30
TOT. PAGATO 5.30



€ 1,50