

GUIDELINES FOR ACADEMIC TRIPS (MISSIONS)

1. Submit the request for authorization to go on an academic trip (mission) to **Antonella Masut** (Education Office DPG, PSICO 1 building, Office nr. 47, ground floor – tel. 049/8276491 – from Monday to Thursday 10.30-12.30, Fridays 10.00-12.00). The dedicated form has to be duly filled in all its parts and signed by the applicant and his/her supervisor.
2. The Education Office will bring the request to the Head of the Department, Prof. Giulio Vidotto, and the Coordinator of the PhD course, Prof. Giovanni Galfano, in order to collect their signatures for approval.
3. When submitting the application, please attach the flyer of the congress/conference/seminar, the thread of emails (in case the request relates to an informal research meeting) or the invitation letter from the University, in order to verify the accuracy of the reported dates.

NB: the academic trip cannot start before the day preceding the beginning of the event (e.g. conference) and cannot be terminated after the day after the concluding date of the event, unless traveling towards/from the destination takes more than one day. In case of academic trips with scheduled departure and return dates different from those indicated in the previous point, we ask for more information: the applicant will be asked to present two distinct printed quotes for the travel, which should be issued on the same day and (possibly) with the same company.

4. In the request, please specify the grant to which the refund expenses should be attributed (usually, “Fondo Dottorato”) and the belonging cohort (*ciclo*).
5. The use of extraordinary transports, for ex. one’s own car or taxi cabs needs to be approved in advance by the Head of the Department, by filling in the dedicated fields of the request form for authorizing the academic trip. Requests for using one’s own car for economic convenience must be backed up by relevant documents.
6. It is possible to request an advance payment covering 75% of the estimated expenses, based on the documents attached to the request for going on mission.
7. When requesting the refund of an academic trip, please attach supporting documentation (train tickets, flight tickets, hotel or Airbnb receipt, restaurant receipts, etc.). In case of expenses shared with other people, if you do not own the original cumulative receipt, you are required to make a copy of it and to specify the part pertaining to you (exact amount), indicating name/surname/belonging institution of the person holding the original receipt.
8. If you received one, please attach the certificate of participation.
9. Expenses for printing posters: the refund is operated through the “Fondo economale” using the “small expenses” form, available on the PhD course’s website. The form, duly filled in, has to be submitted to the Education Office DPG (PSICO 1 building, Office nr. 47, ground floor – tel.

049/8276491). The “small expenses” will be refunded on Tuesdays and Thursdays from 10.00 to 13.00 at the Administrative Secretariat DPG (PSICO 1 building, Office nr. 24, ground floor).

10. The train booking service (only for Trenitalia) is available. You can indicate your *Carta Freccia* ID code. For information and booking, please address to Ilaria Longo (PSICO 1 building, Office nr. 23, ground floor – tel: 049/8276596).

We warmly recommend to read the Regulation about academic trips (missions) carefully.