

GUIDELINES FOR MISSIONS

- The request for going in mission should be presented to the PhD secretary well in advance (the only exception being specific reasons that need to be fully justified), because the mission must be first approved by the Head of the Department.
- The request has to be signed by both the student and the tutor.
- It is very important that you verify your economic position in advance. Every PhD student is assigned a budget every year and you should be aware that you cannot exceed this budget. Any expenses exceeding this budget will not be refunded.
- The request has to be presented by using the dedicated document (annex 1) and has to include all the requested information (i.e., personal data, present position, place of residence, CODICE FISCALE, as well as the motivation for the request. It is very important to provide the flyer of the conference (in case the request involves participation to a conference/seminar) or an email exchange (in case the request involves an informal research meeting). Requests without this additional information will not be considered. This additional information is crucial for verifying the correct dates of beginning/end of the mission.
- In order to determine travel expenses, Padova will always be considered as the departure city and the final destination.
- Usually, the mission cannot start before the day preceding the beginning of the event (e.g., conference) and cannot be terminated after the day after the concluding day of the event, unless traveling to/from destination takes more than one day.
- In case of missions with departures/returns other than those indicated in the previous point, we ask for more information:
you will be asked to present two distinct printed quotes for the travel, which should be done on the same day and (possibly) with the same company. You will be refunded the cheaper flight. These particular cases should be discussed with the administration in advance, and kept to a minimum.
- In the request, you will need to specify the grant for the refunds (usually, Fondo Dottorato), and your cohort (Ciclo).
- It is important to remind that usually only **public transport** costs are refunded. Extraordinary transports (one's own car or taxi cabs) need to be approved in advance by the Head of the Department by using the dedicated request document (annex 2).
- One's own car can be approved to the extent that the distance to reach destination does not exceed 500 Km. Requests for using one's own car because it is cheaper than other travel options need to be backed up by relevant documents.
- In case of mission expenses shared with other people, it is important to declare in case of multiple receipts, the specific part pertaining the person who asks for the refund.
- The request for refunding of expenses for printing posters will be operated using the "small expenses" annex which can be requested in the administration office.
- The flight booking service is no more available.
- The train booking service (only for Trenitalia) is still available.
- It is important to remind that it is possible to request an advance payment covering 75% of the expenses documented and included in the request for going in mission.
- Simonetta Cipriani of the Mission Refunding office in the Department of General Psychology can be contacted for further information.