

Mission reimbursement – Guidelines for U-web application

Overview

The missions must be authorized by the Supervisor, the Coordinator of the Doctoral Studies, the Head of Department and any person responsible for the funds on which the mission will be burdened if different from the previous ones.

The request must be submitted through the U-web application and only if it is not working through the paper form.

To cover mission costs, PhD students can use their 10% funds or funds made available by other researchers.

All PhD students will be notified of the code of the accounting project containing their own 10%.

This project code must be indicated in the procedure.

Request for mission authorization with application

1) The PhD student must fill in the form available at

<https://dmg.units.it/sites/dmg.units.it/files/Modulo%20A%20-%20autorizzazione%20missione%20dottorando-2022.pdf>

and must sign it both about the acknowledgment of the part relating to safety and about the general declaration.

2) the PhD student must send the form of point 1) to the Coordinator of the Doctoral Studies (only for the ESFM PhD Programme) and to the Supervisor (for both ADSAI and ESFM Phd Programme) in order to acquire both signatures. If it is not already, the signed form must be transformed into a PDF document.

3) the PhD student fills out the application through the application, attaching the form referred to in point 2) according to the procedures specified below.

Application Mode

The request must be made from the personal **profile U-Web** / "my missions" ("le mie missioni") (*Link access Uweb through **personal credentials units**: <https://www.units.it/personale/ta/attivita-lavorativa/gestionali> / My missions*).

The credentials to be used are those used for all UNITS applications.

The first screen you see is the following:

The screenshot displays the 'Criteri Di Ricerca' (Search Criteria) section of the U-Web application. It includes a sidebar with 'FILTRI RAPIDI' (Quick Filters) and a main search area with fields for 'Periodo', 'Da', 'A', 'Motivazione', 'Destinazione', and 'Stato'. Below the search area is a table of missions.

Motivazione	Destinazione	Dal	Ai	Costo presunto	Stato
PROVA RICERCA	Milano, IT	20/04/2020 00:00	21/04/2020 23:59	420,00 €	Autorizzata: ● Fondi progetto ● Svolgimento ● Visto contabile

To enter a mission authorization request, click on the NEW REQUEST (NUOVA RICHIESTA) button. A screen will then open with the indication of the place of destination and the start and end dates of the mission.

The screenshot shows the 'NUOVA RICHIESTA' (New Request) form. A modal window titled 'DESTINAZIONE' is open, allowing the user to specify the destination and dates. The main form includes the following fields:

- Qualifica ***: ND - Personale non docente
- Luogo Partenza ***: TRIESTE
- Tipo Richiesta ***: (empty)
- Struttura afferenza ***: Ufficio Spese
- Struttura pagante ***: (empty)
- Regolamento ***: (empty)
- Motivazione ***: (empty)
- Note**: (empty)
- Missione senza spese**

Buttons at the bottom of the form include 'SALVA ED INVIA', 'SALVA IN BOZZA', and 'ANNULLA'.

The request for authorisation must be submitted at least three working days before leaving.

The data marked with a red asterisk must be filled in (some of them are already pre-filled, others must be filled in according to needs).

Decisive for the success of the online procedure is the entry of the **REQUESTED TYPE (TIPO RICHIESTA)** that must be filled in manually by the PhD students.

The type of request that can be selected is only one:

1) COST TO COST PROJECT FUNDS (FPROG)

With this request, PhD students will be able to use their own funds of 10% (1624 euros per year cumulative) or other funds made available by other researchers.

The authorizations required to activate this procedure are to:

- Supervisor;

- Coordinator of Doctoral Studies;

- Head of Department;

- Holder of the fund if different from the previous ones (only in case of use of funds different from own 10%).

Below is a practical case with the respective procedure to be followed.

Case study

The PhD student must travel to Genova from March 5 to March 8 to participate in a meeting related to his/her PhD research project.

The PhD student then decides to use the resources of his/her 10% to cover travel expenses.

The PhD student must select which type of request: "COST TO COST PROJECT FUNDS (FPROG)".

Among the mandatory data (with a red asterisk) is the name of the Project Manager (the Head of Department, who will authorize the use of the mission funds/budget).

The Paying Structure is automatically populated once the name of the Project Manager has been identified.

The Regulations field is mandatory, "TES - University Regulations" must be selected.

The Reason field is free and a brief description of the mission you want to do is inserted.

The screen then looks like this:

Luogo	Dal	Al	Sospensione
Genova, Italia	05/03/2021 07:00	08/03/2021 20:00	No

At the top left, above the destination there is a symbol of the ATTACHMENTS (ALLEGATI). **Here the form of point 2 must be inserted). The absence of this attachment makes it impossible to approve the mission authorization. Other documents useful to the mission authorisation request may also be attached (e.g. training course programme, invitations to working groups, hotel reservations, airline tickets already purchased, etc.).**

Below you must enter the expenses foreseen in the estimate, divided between EXTRAORDINARY MEANS (MEZZI STRAORDINARI) and EXPENSES WITH ESTIMATE (SPESE A PREVENTIVO):

MEZZI STRAORDINARI >

SPESE A PREVENTIVO >

By clicking on EXTRAORDINARY MEANS, this screen opens:

MEZZO

Mezzo * ?

Motivazione Utilizzo * ?

Costo presunto *

Note

Note Autorizzatore

OK ANNULLA

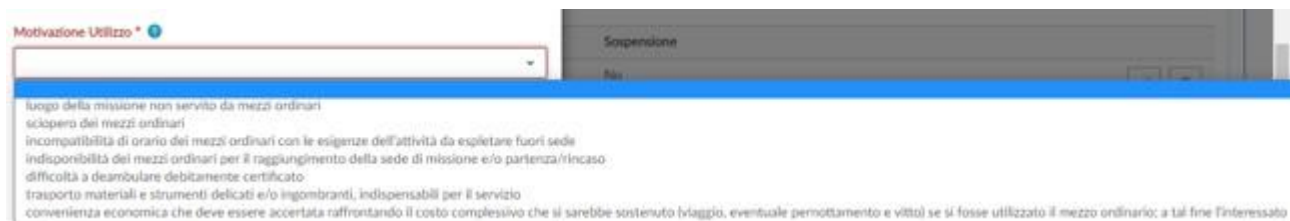
The MEANS OF TRANSPORT (MEZZO) field is mandatory. Open the drop-down menu you will find the 4 extraordinary means provided for by the mission regulation (art. 10 c. 2), namely:

- AUTPR – own car
- NOLO – car rental invoice reimbursement
- TAXEX – extra urban taxi reimbursement
- TAXI – urban taxi reimbursement

The use of extraordinary means is EXCEPTIONAL.

The ordinary means of transport is represented by public transport.

The use of extraordinary means must be motivated and specifically approved in accordance with the provisions of art. 10 c. 3:



Choosing the extraordinary means TAXI, TAXEX and NOLO the screen is as follows:

> (Missioni (ambiente di PREPRODUZIONE)

MEZZO

Mezzo * ?

TAXI - RIMBORSO TAXI URBANO

Motivazione Utilizzo * ?

Costo presunto *

Note

Note Autorizzatore

OK ANNULLA

And it is mandatory to indicate the motivation and the presumed cost in accordance with the provisions of the current Regulation.

If the choice falls on AUTPR the screen is as follows:

MEZZO

Mezzo * ?

AUTPR - AUTO PROPRIA

Motivazione Utilizzo * ?

trasporto materiali e strumenti delicati e/o ingombranti, indispensabili per il servizio

CALCOLA KM

Km Presunti *

548

Costo presunto *

157,50 €

Targa *

~~XXXXXXXXXX~~

Intestatario *

~~XXXXXXXXXX~~

Informazioni auto propria ?

~~XXXXXXXXXX~~

Note

Da calcolare andate e ritorno, quindi moltiplicare per due la tratta

Note Autorizzatore

~~XXXXXXXXXX~~

OK **ANNULLA**

For example, if you use your own vehicle to go to the mission place, you can click on the Km presumed through the "CALCULATE KM" function and indicate the place of departure and the place of arrival. The screen that appears is as follows:

CALCOLO DISTANZA
SELEZIONA L'INDIRIZZO DI PARTENZA E DI ARRIVO

Partenza ?

Arrivo ?

CALCOLA DISTANZA

Partenza: Trieste TS, Italia
 Arrivo: Genova GE, Italia
 Distanza: 548 km
 Tempo stimato: 5 ore 56 min

USA DISTANZA ANNULLA

By clicking on USA DISTANZA the distance is entered in the screen with the presumed cost that is commensurate with 1/5 of the cost of gasoline on the day of departure (or the last update in Ugov) – art. 10 c. 5 of the Regulation. In this case the distance refers only to the outward journey Trieste-Genova, to enter the return you will have to enter the route from Genova to Trieste again.

Other mandatory data, according to the provisions of art. 10 c. 3 of the current Missions Regulations, are the LICENSE PLATE (TARGA) and the REGISTERED USER (INTESTATARIO) of the vehicle. In the field OWN CAR INFORMATION, indicate OBLIGATORILY the type of vehicle (Vehicle category, Model, Type of power supply and engine capacity, the expiry of the RCAuto insurance and the expiry of the driving license).

At this point we move on to the ESTIMATED COST (SPESE A PREVENTIVO).

The screen is very similar to the one seen for extraordinary means and you can choose between these items:

SPESA

Tipo ?

Seleziona un elemento nell'elenco.

- AEREO - SPESE VIAGGIO AEREO
- ALBER - SPESE DI PERNOTTAMENTO IN ALBERGO
- ALTRO - ALTRE SPESE
- ASSIC - SPESE ASSICURAZIONE OBBLIGATORIE
- BAGAG - SPESE PER TRASPORTO BAGAGLI
- BIENZI - RIMBORSO RENDI BENZINA
- BUS - SPESE AUTOBUS
- CONGR - ISCRIZIONE A CONGRESSO/CONVEGNO
- METRO - RIMBORSO SPESE METROPOLITANA/ LINEE URBANE
- PARCH - RIMBORSO SPESE DI PARCHEGGIO
- PASTE - RIMBORSO SPESE PASTI SINGOLI PRANZO O CENA
- PEDAG - PEDAGGIO AUTOSTRADALE
- TRENO - RIMBORSO SPESE VIAGGIO TRENO
- VISTO - SPESE DI VISTO PER VIAGGI ALL'ESTERO

Note ?

Dati regolamento

Limite giornaliero

Spesa anticipabile

OK **ANNULLA**

The items of expenses are those provided for in articles 11 and 12 of the current Mission Regulations. As far as the expenses for the meal are concerned, only the item of expenses of a single meal PASTS has been provided because at the end of the mission, during the request for reimbursement of mission expenses, as many PASTS items must be entered as there are receipts for that day. The amount will be refunded up to the total daily limit.

The initial PASTS is an expense's estimate.

The advice is to indicate the maximum spending limit.

Example of entering an expense:

SPESA

Tipo * ⓘ
 PASTS - RIMBORSO SPESE PASTI SINGOLI PRANZO O CENA

Valuta * ⓘ
 Euro - EUR

Importo * ⓘ
 250,00

Euro * ⓘ
 250,00

Sostenuta Da * ⓘ
 Richiedente

Note ⓘ
 importo presunto per pasti per 4 gg

Dati regolamento

Limite giornaliero	Spesa anticipabile
70,00 €	Si
Limite spesa	Spesa anticipabile
35,00 €	Si

OK
ANNULLA

When the entry of expenses is concluded, the screen looks like this:

MEZZI STRAORDINARI					
+ AGGIUNGI					
Mezzo	Descrizione	Motivazione	Costo presunto	Autorizzato	
AUTPR	AUTO PROPRIA	trasporto materiali e strumenti delicati e/o ingombranti, indispensabili per il servizio	157,50 €	No	👁️ ✎️ 🗑️

SPESE A PREVENTIVO						
+ AGGIUNGI						
		Totale spese richiedente	610,00 €	Totale spese prepagate	0,00 €	
Tipo	Valuta	Importo	Euro	Sostenuta Da	Note	
ALBER	EUR	360,00	360,00	Richiedente	importo per tre notti 120 euro * 3 nt - vedi preventivo allegato	👁️ ✎️ 🗑️
PASTS	EUR	250,00	250,00	Richiedente	importo presunto per pasti per 4 gg	👁️ ✎️ 🗑️

Richiesta anticipo ⓘ

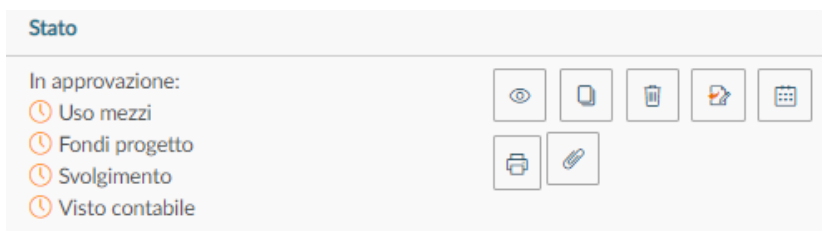
At the bottom left you can “Request advance” the payment of an advance that is equal to 75% of the expenses foreseen in the estimate.

At the bottom right there are three keys:

- the first, SAVE AND SEND: it means that the request is complete and can be forwarded to the responsible persons involved, for authorization;
- the second, SAVE IN DRAFT: it means that the request is incomplete and needs to be modified later, to integrate the missing information;
- the third, CANCEL, if you want to cancel the request.

If the user clicks SAVE AND SEND he/she must wait for a notification from the program that the mission has been authorized and accounted for. All authorizations must give a positive result, EXCEPT in the case of refusal of the use of extraordinary means. This last hypothesis does not affect the possibility of carrying out the mission, but only ordinary means of transport must be used to do so.

In the Mission Status panel you have all the information and progress statuses.

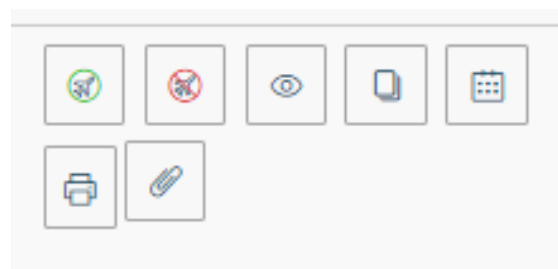


It should be noted that the applicant will be able to go on mission once all the responsible persons involved have given the positive authorization to the mission.

Once the authorization operations have been successfully concluded, the situation in U-web missions is as follows:

Motivazione	Destinazione	▼ Dal	Al	Costo presunto	Stato
partecipazione ad un gruppo di lavoro su un progetto di ricerca - PROVA 1 il prof Sulligoi mi ha coinvolto nella ricerca e sono indispensabile	Genova, IT	05/03/2021 07:00	08/03/2021 22:00	767,50 €	Autorizzata: <input checked="" type="checkbox"/> Uso mezzi <input checked="" type="checkbox"/> Fondi progetto <input checked="" type="checkbox"/> Svolgimento <input checked="" type="checkbox"/> Visto contabile
Corso di formazione PROVA 1	Napoli, IT	01/03/2021 06:00	03/03/2021 23:00	745,86 €	Autorizzata: <input checked="" type="checkbox"/> Uso mezzi <input checked="" type="checkbox"/> Svolgimento <input checked="" type="checkbox"/> Altra struttura <input checked="" type="checkbox"/> Visto contabile

In the right part of the screen there are several keys and the applicant when returning to the mission will have to click on the icon with the symbol of the airplane that is green (first key).



If the applicant has not carried out the mission, he/she must click on the symbol of the airplane crossed out in red (second key).

Once you click on the green airplane button, the screen that appears is as follows:

The screenshot shows a progress bar with four stages: INVIATA (green checkmark), AUTORIZZATA (green checkmark), DA EFFETTUARE (blue airplane icon), and RICIEDI RIMBORSO (blue folder icon). The 'DA EFFETTUARE' stage is active. Below the progress bar is a modal window titled 'CONFERMA/MODIFICA DATE E/O ORARI DELLA MISSIONE EFFETTUATA'. Inside the modal, there is a 'Destinazione' section with a '+ AGGIUNGI' button and a table with columns: 'Luogo', 'Dal', 'Al', and 'Sospensione'. The table contains one row: 'Napoli, Italia', '01/03/2021 06:00', '03/03/2021 23:00', and 'No'. There are edit and delete icons for this row. Below the table is a 'Motivazione variazione orari' field. At the bottom of the modal are three buttons: 'COMPILA RIMBORSO' (green), 'INVIA SENZA RIMBORSO' (blue), and 'ANNULLA' (orange).

In this context, by clicking on the key with the PEN symbol (on the right) you can change the departure and arrival times with the actual data of flight or train tickets, or with the actual departure times if with own mean. In the Motivation field you can enter the reasons that generated the change about times. It is also possible to change the day of departure or arrival, if for valid reasons.

















Within one month from the end of the mission, the PhD student must send the refund request.


By clicking on CLAIM REIMBURSEMENT (RICHIEDI RIMBORSO), the screen that appears is as follows:

The screenshot shows a progress bar with four stages: INVIATA (green checkmark), AUTORIZZATA (green checkmark), EFFETTUATA (green checkmark), and RICHIEDI RIMBORSO (blue folder icon). The 'RICHIEDI RIMBORSO' stage is active. Below the progress bar is a modal window with a dark blue header and several expandable sections: 'MISSIONE', 'MEZZI STRAORDINARI', 'SPESE A PREVENTIVO', and 'SPESE A CONSUNTIVO'. Below these sections are buttons for '+ AGGIUNGI' and 'COPIA SPESE A PREVENTIVO', along with 'Totale da rimborsare: 0,00' and 'Totale prepagate ateneo: 0,00'. There is a 'Note per l'ufficio' field. At the bottom of the modal are four buttons: 'SALVA E CHIUDI' (blue), 'SALVA' (blue), 'INOLTRA RICHIESTA RIMBORSO' (green), and 'ANNULLA' (orange).

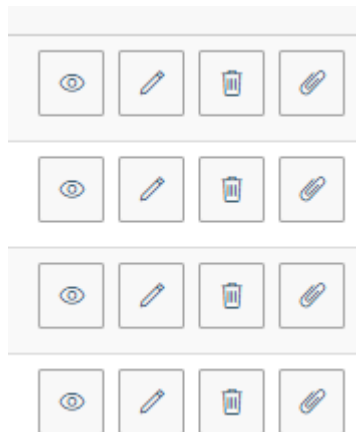
By clicking on the various lines (MISSION – EXTRAORDINARY MEANS – EXPENSES WITH ESTIMATE) you can look at the data already entered in the estimate phase. In the box EXPENSES INCURRED (SPESE A CONSUNTIVO) by clicking on COPY ESTIMATED EXPENSES, the expenses already included in the estimate phase are re-proposed. In this context, the scans (or photos) of the various receipts must be attached and the amounts entered in the estimate must be modified with an indication of the expenses actually incurred (NB: in case of use of the own vehicle it is essential to include the actual distance also among the expenses incurred).

The screen is as follows:

SPESE A CONSUNTIVO					
+ AGGIUNGI		COPIA SPESE A PREVENTIVO		Totale da rimborsare: 0,00 Totale prepagate ateneo: 0,00	
Tipo	Sost. II	Valuta	Importo	Euro	Note
AEREO	01/03/2021	EUR	220,00	220,00	   
ALBER	01/03/2021	EUR	300,00	300,00	   
AUTPR	01/03/2021	EUR	14,08	14,08	   
PASTS	01/03/2021	EUR	200,00	200,00	   

Note per l'ufficio 

The right panel proposes these symbols (magnification):



- EYE → to view a previously entered expense
- PEN → to modify a previously inserted expense
- BASKET → to delete a previously entered expense
- PAPERCLIP → to insert an attachment for a single expense

If, by chance, you have made other expenses, different, compared to those in the estimate, there is always the ADD button.

Please note that the PASTS item must be used for each individual meal and the scan (or photo) of each receipt must be attached.

Example of entering of additional PASTS expense:

SPESA A CONSUNTIVO

Tipo * ?
PASTS - RIMBORSO SPESE PASTI SINGOLI PRANZO O CENA

Sostenuta II * ?
03/03/2021

Valuta * ?
Euro - EUR

Importo * ?
22,00

Euro * ?
22,00

Modalità Sostenimento * ?
Richiedente

Assenza Giustificativo ?

Note
Scontrino della cena del 3 marzo

Dati regolamento

Limite giornaliero
35,00 €

ALLEGATI OK ANNULLA

Once you have entered all the final expenses, the screen looks like this, and you can click the SAVE AND CLOSE button.

SALVA E CHIUDI SALVA INOLTRA RICHIESTA RIMBORSO ANNULLA

SPESE A CONSUNTIVO							
+ AGGIUNGI		COPRA SPESE A PREVENTIVO		Totale da rimborsare: 768,58		Totale prepagate atenee: 0,00	
Tipo	4 Sost. II	Valuta	Importo	Euro	Note		
PASTS	01/03/2021	EUR	35,00	35,00	Scontino della cena del 1 marzo		
PARCH	01/03/2021	EUR	15,00	15,00			
PEDAG	01/03/2021	EUR	1,00	1,00	TRATTA TS-RONCHI		
PASTS	01/03/2021	EUR	20,00	20,00	Scontino del pranzo del 1 marzo		
AUTPR	01/03/2021	EUR	14,08	14,08			
AEREO	01/03/2021	EUR	218,50	218,50	Importo corretto del volo Trieste Napoli a/r in allegato		
PASTS	02/03/2021	EUR	30,00	30,00	scontino della cena del 2 marzo		
PASTS	02/03/2021	EUR	5,00	5,00	Scontino del caffè del 2 marzo		
PASTS	02/03/2021	EUR	10,00	10,00	Scontino del pranzo del 2 marzo		
PARCH	02/03/2021	EUR	15,00	15,00			
PEDAG	03/03/2021	EUR	1,00	1,00	TRATTA RONCHI-TS		
PASTS	03/03/2021	EUR	22,00	22,00	Scontino della cena del 3 marzo		
PASTS	03/03/2021	EUR	3,50	3,50	Scontino del gelato del 3 marzo		
PARCH	03/03/2021	EUR	10,00	10,00			
PASTS	03/03/2021	EUR	12,50	12,50	scontino del pranzo del 3 marzo		
ALBER	03/03/2021	EUR	356,00	356,00	IN ALLEGATO fattura albergo e tassa di soggiorno - stanza euro 150/notte e tv soggiorno euro 3/notte		

Note per l'ufficio

To send the request for reimbursement mission to the Administrative Office you must click on FORWARD REFUND REQUEST. At this point the mission can no longer be modified by the applicant, the status is Requested reimbursement and the following screen appears:



The system sends a notification to the Administrative Office.

The PhD student must MANDATORILY deliver to the Administrative Office the original documents of the mission that are not digital natives (e.g. receipts). Only then can the mission be refunded.

The mission will then be refunded by bank transfer made in favor of the iban indicated to the University.

Useful links that we recommend consulting before the mission:

Mission Regulations:

<https://web.units.it/normativa/regolamenti/regolamento-3882>