

## PhD students – Guidelines for paper form

### 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 application “u-web”. These request can be sent through the paper form only if u-web is not working.

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%.

### Mission authorization procedures in paper form

The use of the paper form is confined to residual cases and aimed at filling malfunctions or IT difficulties of the U-Web application (e.g. difficulty in proceeding with computer mode during the transition period to the following academic year, between November and December of each year, or closure of U-gov in January).

The authorizations required to activate this procedure are to:

- Supervisor;
- Coordinator of the Doctoral Studies;
- Head of Department;
- Holder of the fund if different from the previous ones (only in case of use of different funds from 10%)

To access the forms can be used the following link:

<https://www.dmg.units.it/it/content/servizi-e-strumentistrumentimodulistica>

Before leaving, the **form A** (mission authorization)

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

must be completed and authorized with signature in the following order by:

- Supervisor;
- Coordinator of the Doctoral Studies;
- Head of Department;

For the authorization of the Head of Department, the form must be sent to the email [missioni.dmg@units.it](mailto:missioni.dmg@units.it) and received **at least three working days** before leaving.

If the PhD student wants to charge the costs of the mission on a project different from his/her own 10%, he/she must also obtain the authorization of the owner of the fund.

The authorization process is therefore as follows:

- Supervisor;
- Coordinator of the Doctoral Studies;
- Holder of the fund;
- Head of Department;

For the authorization of the Head of Department, the form must be sent to the email [missioni.dmg@units.it](mailto:missioni.dmg@units.it) and received by the Director **at least three working days** before leaving.

Form A must indicate the expenses that the PhD student presumes to make for the various items indicated (e.g. travel, hotel, meals).

**Please note that any costs of registration fees to courses and/or conferences, must be managed with a different procedure than that for mission.**

The use of extraordinary vehicles (e.g. taxi and own car) is extraordinary and must be duly motivated.

Form **B (mission reimbursement request)** must be completed once the mission is over and sent to the [missioni.dmg@units.it](mailto:missioni.dmg@units.it) email **within one month of returning from the mission.** [https://www.dmg.units.it/sites/dmg.units.it/files/Mod%20B-%20Richiesta%20rimborso%20missione%20dottorandi\\_0.pdf](https://www.dmg.units.it/sites/dmg.units.it/files/Mod%20B-%20Richiesta%20rimborso%20missione%20dottorandi_0.pdf)

Form B must indicate the expenses actually incurred, showed by the tax documents.

The final part of the form that literally says " Qualora il totale delle spese sostenute in sede di missione fosse SUPERIORE all'ammontare totale della spesa preventivamente autorizzata al momento della presentazione del Mod A (If the total expenses incurred during the mission were HIGHER than the total amount of estimate previously authorized at the time of submission of Mod A)" must be completed only if the final expenses have exceeded those indicated in the Form A and must be charged to funds other than those of 10%.

The PhD student must MANDATORILY deliver to the Administrative Office the original documents of the mission that are not digital natives (e.g. receipts). Native digital documents can be sent by email to [missioni.dmg@units.it](mailto:missioni.dmg@units.it) at the same time as the reimbursement request.

Only then can the mission be refunded.

NB: in case of use of the own vehicle it is essential to include the distance also among the final costs incurred.

Useful links that we recommend consulting before the mission:

Mission Regulations:

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