

## PROCEDURE FOR RESEARCH TRIPS

PhD students who intend to travel for academic reasons have to obtain a previous approval from their Tutor (not necessarily written).

Subsequently, the PhD student has to submit his/her request of research trip to the authorization of the Coordinator by e-mail, copying the message to the Doctoral Administration Office (Segreteria Dottorato) and, for acknowledgement, to the Tutor himself/herself. Such a request has to contain the scientific motivation of the trip, together with a detailed estimate of the travel expenses.

Once the authorization has been obtained, the PhD student has to go to the doctoral administration office to “start” the research trip, filling in the specific “red shirt” form.

Who benefits from a fellowship and spends a research period abroad, has the opportunity of activating the procedure for a fellowship increase.

The fellowship amount is only increased for abroad periods finalized to research activity **of duration not inferior to a month and authorized by the Faculty Board (Collegio dei Docenti)**.

For such reason, the request has to be presented with an advance of at least 20 days with respect to the expected date of leaving.

The whole abroad period must not exceed 18 months, except for the cases of doctoral programs which have been activated in a jointly agreement with foreign universities or institutions.

The fellowship increase cannot be dispensed neither in the country of origin of the PhD student, nor in the residence country of the PhD student. In case the PhD student benefits from a fellowship which is dispensed by other universities or research centers contributing to the Doctoral program, or by external institutions, it is such financier institution which has to provide the fellowship increase during abroad periods.

Attendance certificates must be sent to Salary, Benefits and Independent Contractor Division - Training and Research Contracts Office by the 3th day of the month with InformaStudenti - doctoral payments, for the scholarship increase to be paid.

Please click here: <https://www.unimi.it/en/study/postgraduate-study/doctoral-research-phd-programmes/doctoral-scholarships-and-fees/scholarship-increase-stays-abroad>

Fellowship increase

### REFUNDABLE EXPENSES:

- All the expenses have to be characterized by cheapness criteria (for instance, second class train tickets);
- It is never possible to ask for daily allowance;
- Academic trip reimbursement is uniquely allowed for the shortest route from Milan to the destination, and vice versa. In case of departures or returns involving, with the same conditions, a major expense, the reimbursement will be proportionally reduced (to enable a cost comparison, the PhD student has to **attach an estimate of the costs by an agency or a printed document from the Internet**);
- If the research trip lasts less than 4 hours, only the travel expenses can be reimbursed, whereas in case that the trip lasts from 4 up to 8 hours, it is possible to ask for the reimbursement of a meal. If the trip lasts more than 12 hours, in addition to the reimbursement of the travel expenses it is allowed to have the reimbursement of **two daily meals (= 2 receipts)**, together with the reimbursement of the overnight stay expenses;

- The PhD student on research trip in localities at a distance less than 80 km from his/her office location has to return daily, if the nature of his/her work permits it, and taken into account the faculty of benefitting from suitable connections for the return. A motivation for a missed return to the office location has to be certified;
- For **continuative** missions in the same locality on the national territory, the expenses reimbursement cannot be corresponded for more than **240 days**. Such a limitation is reduced to **180 days** if the academic trip takes place in a foreign country;
- **Reimbursement of the travel expenses can only occur subject to the presentation of the original travel documents.** In case that the original ticket is withdrawn by the conductor, it is responsibility of the PhD student to obtain a substitutive document specifying price, date and route;
- If the tickets are bought online with a credit card, the necessary documents in order to obtain a reimbursement must include: the online confirmation of the booking or the online ticket, the possible receipt and the boarding pass or an equivalent document, in case that the company doesn't make the original one available;
- Airplane tickets must be attached to their related **original boarding pass**, or the reimbursement will not be dispensed;
- Travel tickets must be validated and must display the price;
- **To have meals reimbursement, it is necessary to exhibit the original receipts, or invoices, and that such receipts have the features of a VAT receipt.** It is possible to reimburse receipts from coffee bars, under presentation of the related documents, only if such documents show that the involved activities are licensed to offer food service, if the purchase is described and if the business name is shown. In case that the receipt describes a service involving two or more people, the expense will be divided by the number of tablemates and the PhD student will receive such amount as a reimbursement ;
- **The documents concerning meals spent abroad must contain: the ownership of the restaurant, the paid amount and the reason of the payment;**
- In Italy the expenses for each meal cannot exceed 40.00 euros, with a maximum of 80.00 euros per day.
- Concerning the reimbursement of overnight stay in a hotel, within the limit of the medium class (three stars), the PhD student has to exhibit suitable documents, consisting of a regular receipt released by the hotel or the residential structure;
- Expenses have to be documented by means of original papers and to allow to distinguish the collector of the payment, the paid amount and, if possible, the reason of the expense. The documents of the expenses faced in Italy have to be regular under a fiscal point of view and may consist in invoices or receipts;
- The PhD student can abstain from exhibiting the original documents if such documents have been stolen, but the theft must be reported to the police or to the authority in charge;
- **IT IS ALWAYS NECESSARY TO ATTACH TO THE FORM A CERTIFICATE OF ATTENDANCE. Without it, no reimbursement is possible**
- **THE DURATION OF THE ACADEMIC TRIP MUST CONCIDE WITH THE DURATION OF ITS MOTIVATION:** for instance, if a workshop takes place from 1<sup>st</sup> to 4<sup>th</sup> September, the departure and the return must happen in the same days. It is allowed to anticipate the departure to the previous day only if a departure on the same day is impossible. Analogously, the return can be postponed of a maximum of one day if it is impossible to leave, for instance because the workshop ends late and no public transport is present. It is necessary to attach a justification in case of anticipated arrival or postponed departure (e.g. attaching the workshop poster with the time of beginning and end.)
- The complete documents of the expenses must be exhibited to the Doctoral administration office as soon as possible and within 30 days after the end of the academic trip;

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Concerning every other expense that has to be reimbursed, after authorization of the Coordinator, it is always necessary to show effective fiscal documents: fiscal receipts or invoices. Caution: for amounts exceeding 100 euros, it is always compulsory to exhibit an invoice addressed to the PhD student, with an indication of the occurred payment.