

Guide for PHD Student to fill a Mission application form

on **SIT**: <https://apps.unipd.it/richieste3/index/landzone?tipo=Missione>

Applicant Data

Name
 Surname
 Italian tax code
 Student ID number
 Place of residence
 Department
 Role
 Date of request
 Mission ID
 Versione del modulo

Personal data are filled automatically
by authentication at the indicated link

Place and date

Destination	Italy or EU/extra EU Country
Mission venue	Place where activities will be held
Mission purpose	Clearly indicate: <ul style="list-style-type: none"> Title of conference/congress/workshop; or Name/Institute of scientific collaboration
Mission reason	PhD Students mobility
Regulation	REGOLAMENTO DI ATENEO
Departure place	Padova (as working venue)
Mission start date	Usually the day before or the same day of the expecting date: earlier departures allowed only in case of flights strict timetables (please provide proofs of the available timetable situation)
Mission start time	When you leave your home
Mission end date	The expecting end date: following day/days allowed in case of flights strict timetables (please provide proofs of the available timetable situation)
Mission end time	Return home time
After deadline request	FLAG ONLY IF the request is made after the starting date or after the return (specify the reasons for the out-of-term request)
Cost refund	No / Yes (mission authorization application for trips related to PhD activity must be done even if the costs refund is not requested)
Guide needed	Only for people with certified disabilities

Payment and transport

Reimbursement **Analytic** (flat-rate for foreign missions only - **NOT** allowed for PhD Students)

Prepayment request NO

Transport Choose as many options as it apply

Coverage and permits

Mission estimated overall cost (in Euro) Indicate an estimated total increased by 10% to cover the effective cost **(this will be the maximum usable plafond and will be the maximum reimbursable)**

Prepayment request **NO**

Fund Please choose among
-Fondi di Struttura:
1. PhD research budget
2. "Funzionamento dottorato" only if previously authorized for particular trip/mission
3. DOR (Dotazione Ordinaria di Ricerca- Ordinary Research Endowment): di cui NON si è titolare, funds that you do not own
-**Project** that you **do not** own, please specifying Project name and the name of the Project Scientific Responsible

Fund description Following the type of fund selected above:
1. PhD Research budget name, surname
2. "Funzionamento dottorato"
3. DOR name and surname of the Scientific Responsible
4. Project description and name/ID/ Scientific Responsible

Authorization not needed **NO (never YES)**

Fund manager Department (indicate the department where the funds are managed)

Virtual Credit Card request **Yes:** After the mission has been authorized by the Head of the Department, the procedure allows you to request one or more virtual credit card (one for every kind of expense, each card is issued for a maximum necessary amount which acts as a plafond, the sum of all plafonds cannot exceed the total amount authorized for the mission.
All cards validity expires at the end of the mission

Requested signatures

Financial coverage responsible It will be filled in automatically with the name of the administrative manager based on the structure/department selected above (for DM is Cinzia Clemente)

DOR responsible Indicate the name of the fund owner, in case of DOR fund

Project responsible Indicate the name of the Project Scientific Responsible, in case of Project fund

Authorization responsible Indicate the Head of the Department* that manages the PhD Course (for DM is Bruno Chiarellotto)

Other signatures it's mandatory to indicate the PhD Course Coordinator's name

The request will be notified to

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Signature

Coordinator of the Doctoral Course: see "Other signature"

Financial coverage responsible: see "Financial coverage responsible"

***DOR Responsible:** see "DOR Responsible"

***Responsabile progetto:** see "Project Responsible"

Authorization responsible: see "Authorization Responsible"

Further important information

Once back, only 15 days after the expiry of the issued credit cards, you can enter the final balance form for the refund request.

The reimbursement request must be completed on the platform with the attached documentation and sent within 90 days of returning from the trip, printed and delivered to the "Segreteria Contabile" with the original copies of the paper supporting documents for the expenses incurred.

Expenditure declared without fiscally valid documentation proof cannot be reimbursed. All supporting documents pertaining to the mission must be kept: boarding passes, invoices, bills of exchange, receipts, etc. with indications of dates, figures and items of expense incurred. ATM payment receipts or mere reservations receipts without tax references are not accepted. The supporting documents, except of course those created online, must be delivered in the original, stapled in order of date, on A4 sheets.

Please be informed that from 1/1/2025, in order to obtain tax-free reimbursement for mission expenses, it is necessary to make traceable payments (e.g. cards, bank transfers, checks, MAV, apps) and keep proof of electronic payment along with the detailed receipt. Otherwise, the reimbursement will be made net of taxes and contributions.

Please find on <https://www.unipd.it/missioni> all eligible expenses, expenditure ceilings and other important rules. Please find hereby some examples:

Maximum daily meals (from 9 of April 2025):

Trip duration:

- Up to 4 hrs = € 0
- From 4 to 8 hrs = € 55
- More than 8 hrs = € 115

Transport:

Train: 2nd class

Flight: economy

Hotel: max € 180/night

For particular reason the Head of the Department can authorize different ceilings.