

Vademecum for PhD students and post-graduate specializing students.

Reimbursement procedure for attending "Conferences/Meetings/Congresses within 10 km from the workplace" and "language courses"

Request for reimbursement of expenses for participation to scientific conferences/meetings/congresses (within 10 km from the workplace)

In case of participation in congresses and scientific conferences which are less than 10 km away from the ordinary place of work, and which therefore in accordance with the [Regolamento di Ateneo in Italia e all'estero D.R. 721/2023](#), (mission regulation) do not give the right to the financial compensation provided for the mission, but only to reimbursement of the registration fee, the following procedure is envisaged:

send the following documentation to the address: amm.fisica@dsf.unica.it; alternatively, bring the documents to the office of the Administrative Secretariat of the Department.

all the forms are available on the website of the [Department of Physics](#), clicking on the "Department" (Dipartimento) item in the Administrative documents (Atti Amministrativi) > [Forms](#) (Modulistica) section under the heading "Missions and conferences forms" (Modulistica missioni e convegni).

- Fill in the **Authorization to perform the mission**, as the activity is carried out far from your workplace;
- Fill the forms specific for PhD or Specializing Students for authorization to stay away from the work place (**Autorizzazione Direttore Scuola di Dottorato** or **Autorizzazione Direttore Scuola di Specializzazione**);
- Fill in the form **Rimborso_spese_congresso_convegno_integrato_dipartimenti_firma_dig_2**;
- Submit as attachments:
 - **the invoice containing the list of all expenses**;
 - **the certificate of participation to the event** (otherwise, a self-certification is required according to the model found on the Department website: **modulo autocertificazione**).

Request for reimbursement of expenses for attending Language courses

In case of attendance of Language Courses, the following procedure is envisaged:

send the following documentation to the address: amm.fisica@dsf.unica.it; alternatively, bring the documents to the office of the Administrative Secretariat of the Department.

- Fill in the form **Rimborso_anticipazioni_corso_di_lingue_dipartimenti_firma_dig** that can be found on the website of the [Department of Physics](#), clicking on the "Department" (Dipartimento) item in the Administrative documents (Atti Amministrativi) > [Forms](#) (Modulistica) section under the heading "Missions and conferences forms" (Modulistica missioni e convegni).
- Submit as attachments:
 - **the invoice containing the list of all expenses**;
 - **the certificate of participation to the event** (otherwise, a self-certification is required according to the model found on the Department website: **modulo autocertificazione**).