

## Vademecum for PhD students and post-graduate specializing students.

### *Reimbursement procedure for "mission expenses"*

Reimbursement procedure for mission expenses is regulated by [Regolamento di Ateneo in Italia e all'estero D.R. 721/2023](#).

By mission we mean a service activity carried out by staff (and other people such as doctoral students, postgraduates, scholarship holders and research fellows) outside the ordinary place of work, in the national territory or abroad on behalf of the Università degli Studi di Cagliari.

The mission must be authorized. You are entitled to reimbursement when the mission takes place for a period of more than 4 hours and in a location no less than 10 km away from the place of duty.

All forms are available on [the Department website](#) in English and Italian. You can click on the item "Dipartimento", then on the section "Atti Amministrativi" > [Modulistica](#) and finally you will find the forms under "**Modulistica missioni e convegni**".

#### **Before departure**

You need:

1. **Authorization by the PhD Coordinator/Director of the Specialization School** (*Form: Autorizzazione\_Direttore\_Scuola\_di\_Dottorato or autorizzazione\_Direttore\_Scuola\_di\_Specializzazione*)
2. **Authorization to perform the mission by the Head of the Managing Center = Director Department** (*Form: Authorization\_to\_perform\_the\_mission*)
3. **Just in case you need: Authorization to use an extraordinary vehicle** (*Form: Authorization\_to\_use\_an\_extraordinary\_vehicle*).

All documentation must be uploaded to the Department's dedicated portal at the links below, in the "Mission" section which you will find in the menu on the right.

[Dipartimento di Fisica - System and Network Administration \(unica.it\)](#)

[www.dsf.unica.it](http://www.dsf.unica.it)

In particular, the form "*Autorizzazione\_Direttore\_Scuola\_di\_Dottorato or autorizzazione\_Direttore\_Scuola\_di\_Specializzazione*" must bear the signature of the supervising teacher and the Doctorate Coordinator/Director of the Specialization school.

The Authorization to perform the mission must be completed and uploaded to the portal. It will be the secretariat's responsibility to submit it for the Director's signature.

Pay attention, to make this possible, it is necessary to request authorization **at least 5 days before the start of the mission**; if the mission lasts more than 10 days, authorization must be requested 15 days before the start; in the case of a request to advance expenses, (*Form: Advance payment for the mission*) authorization must be requested at least 15 days before departure.

Please remember that extraordinary vehicles, the use of which is subject to prior authorisation, means: your own vehicle; the vehicles of the Administration; the rented vehicles.

## Upon returning from the mission

You need:

1. **Request reimbursement of mission expenses** (Form: [Mission expenses request for reimbursement](#))
2. **Mission Report** (Form: [Report of the mission](#))
3. **Certificate of participation or, failing that, self-certification** (Form: [Autocertificazione\\_IT](#))

All documentation must be uploaded to the Department's dedicated portal at the links below, in the "Mission" section which you will find in the menu on the right.

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### **Within six months of completing the mission.**

In particular, the *request reimbursement of mission expenses* must be completed and uploaded to the portal. It will be the secretariat's responsibility to submit it for the Director's signature.

The *mission report* must also be uploaded to the portal, indicating the expenses incurred.\*

The Self-Certification must also be completed and sent in case the interested party needs to make further declarations.

If using a taxi, the form must be filled out: [MODULO USO TAXI MISSIONE\\_NUOVO](#). To be delivered together with the receipt for the expense incurred.

### **\*IMPORTANT!!!**

The mission report is not enough, the **original fiscally valid documentation** must be presented:

- invoice, receipt and ticket with:
  - date
  - service provided
  - amount paid etc.

If you have any doubts, do not hesitate to contact the Administrative Secretariat of the Physics Department.

We are happy to help you!!!