



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

***Reimbursement procedure for attending “Conferences within 10 km” and “language courses”***

**Request for reimbursement of expenses for participation to scientific conference (within 10 km)**

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:

upload the following documentation on the Department's dedicated portal, in the “Refunds/(Rimborsi)” section of the menu, which can be reached at the following link: <https://www.dsf.unica.it/missioni/login.php> , or alternatively bring it to the Physics Department's Administrative Secretariat offices;

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 work place

- 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 advance expenses for attending Language courses**

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

upload the following documentation on the Department's dedicated portal, in the "Refunds/(Rimborsi)" section of the menu, which can be reached at the following link: <https://www.dsf.unica.it/missioni/login.php>, or alternatively bring it to the Physics Department's Administrative Secretariat offices;

- 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**)