



## REIMBURSEMENT FOR SCIENTIFIC TRAVEL COSTS

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The purpose of this manual is to provide clear and simple instructions to guide you in obtaining authorization and reimbursement of expenses related to scientific trips. With your feedback we hope to make it a useful tool for everyone. Thank you for your collaboration [aremissions@sissa.it](mailto:aremissions@sissa.it)



## DESTINATION

The destination of the trip determines the type of reimbursement you can request and the relative limit. Please note that it is not possible to change the preferred type of reimbursement afterwards.

### Scientific trips in the municipality of residence

Trips that take place in the town where you usually reside, or are registered as residing officially, even if more than 10km away from the normal workplace, do not give right to any reimbursement for accommodation, neither for meals. An exception can be made for the reimbursement of meals if, for example, the trip is to large cities such as Rome or Milan where the transfer time would be unreasonable compared to a lunch at the venue. In this case, please motivate any such requests.

### Professional trips within 80km

Scientific personnel authorised to carry out activities in locations up to 80km from the normal workplace must return daily if public transport permits this (or own vehicle, if authorized). This rule also applies to trips within a radius of 80 km from where you usually reside, or are registered as residing officially.

### More than one destination

If the scientific activity takes place in several locations, more than 30km away apart from each other it is necessary to indicate all of them in the authorization request. Costs may not be reimbursed at locations other than the one/s indicated, unless it is an intermediate location. Please remember that usually a single fund is used to reimburse the trip, and if the activities in the 2 destinations are not linked (and will therefore be allocated to different projects) please open two separate travel reimbursement requests to facilitate the reporting of expenses.

## TYPE OF REIMBURSEMENT

The tables below and Annex A of the Reimbursement Policy provide information about estimating costs:

Italy or abroad – “Actual costs” reimbursement
<p>Actual costs reimbursement is the only form possible in Italy, but it is optional abroad. With this refund option, the claimant is not taxed for the individual, documented expenses as indicated in articles 6 a) and 12 of the Reimbursement Policy. Any expenses incurred on days outside the period strictly necessary for carrying out the authorised activity will not be reimbursed.</p> <p>Possible types of advance payment:</p> <ul style="list-style-type: none"><li>- an advance payment of 75% if the estimated expenses exceed € 100;</li></ul>



- an AIRPLUS prepaid credit card to cover travel and accommodation costs if the estimated expenses exceed € 300;
- the reservation and payment of travel directly by the School, if these costs exceed 200 €.

### **Abroad - Flat-rate refund**

This option provides a lump sum to cover meals, accommodation and urban transport with variable amounts depending on the country of destination as indicated in Annex A.

The outward and return journey, visa (if necessary) and insurance (if necessary) are not included in the flat-rate sum and are reimbursed separately.

Please note that the flat-rate reimbursement (€ 77.47 per day upwards) is taxed according to normal taxation levels for income. Nota bene in 2019 for fiscal reasons the maximum rate for PhD students will be €77,47.

Possible types of advance payment:

- an advance payment of 90%;
- an AIRPLUS prepaid card to cover travel expenses if the estimated expenses exceed € 200;
- the reservation and payment of travel directly by the School, if these costs exceed 200 €.

### **"Zero cost" trips**

If the expenses are not paid by the School a request must still be made, even for a "zero cost" trip.

If the activities are related to an external project and must appear in a time-sheet, even if not remunerated, please remember to indicate the project when you fill in the online form.

**It is not possible to request repayments in retrospect.**

If you are not sure about the coverage of costs from a third party institution, it is recommended to include an estimate of the expenses (which can be cancelled later).

### **How to calculate the number of days for a flat-rate refund**

The flat-rate reimbursement is paid for a minimum of 24 hours initially; a partial refund is paid for a subsequent period of more than 12 hours. Here are some examples of how to quantify the flat-rate reimbursement:

Example n. 1. The mission abroad begins on 13/06 and ends on 16/06:

13/06 8.45 am - 2.14 pm 8.44 am (first day)

14/06 8.45 - 15/06 8.44 (second day)

15/06 8.45 - 16/06 8.44 (third day)

16/06 8.45am - 6pm 6:45 pm (10 hours)



the last interval does not correspond to 18.45 hours, (calculated from midnight) but 10 hours (always refers to the departure time) so for this trip 3 days of flat-rate reimbursement will be given. The final day does not last 12 hours, but 10 hours and therefore the claimant is not entitled to the flat-rate sum for that day.

Example n. 2. The mission abroad always begins on the same dates, but ends later:

13/06 8.45 am - 2.14 pm 8.44 am (first day)

15/06 8.45 - 16/06 8.44 (third day)

14/06 8.45 - 15/06 8.44 (second day)

16/06 8.45am - 6pm 9:45 pm (13 hours)

the last interval corresponds to 13 hours (reference is always made to the starting time). So for this trip, 3 ½ days of flat-rate reimbursement will be given because the final day at least 12 hours of activity were carried out.

## ACCOMMODATION

The choice of where to stay is only limited by the necessity to provide a valid proof of purchase/invoice for reimbursement and that it respects the limit of 150 € per night (both in Italy and abroad).

The accommodation costs are refunded for the use of a single room (or double with single occupancy) as indicated on the invoice. Other options (shared rooms/apartments) must be authorised before the trip starts and on a cost-effectiveness basis. Shared rooms/flats will be reimbursed according to the number of people staying.

In the case of flat-rate reimbursement, the accommodation costs are included in the amount indicated by the Italian Foreign Ministry. Please see Annex A of the Reimbursement policy for further details.

## MEANS OF TRANSPORT

### Ordinary means of public transport

Travel with an ordinary means of public transport (bus, train, plane etc.) does not have to be justified, unless there are deviations from the “standard journey”. Standard journeys are those from/to the normal workplace to the trip destination within the period strictly necessary for completing the authorised activities.

Whilst respecting the principle of safeguarding the cost-effectiveness of the trip, which must be demonstrated according to the procedures established by the School in the request for authorization, the following alternative journeys may however be reimbursed:

- a) direct journeys from the place of residence to the trip destination and vice-versa;
- b) journeys from other locations to the trip destination and vice-versa: permitted only for exceptional and motivated reasons;



- c) journeys to intermediate destinations and vice versa, in concomitance with a period of interruption to work activities: permitted only for exceptional and motivated reasons.

A non-standard journey may be authorized, even if not cost-effective, but the reimbursement will not exceed the estimated cost of the aforementioned "standard" journey.

In the absence of documentary proof of cost-effectiveness in the authorization phase, no reimbursement will be given for non-standard journeys. PLEASE REMEMBER TO PROVIDE QUOTES FOR THE REIMBURSEMENT OF NON-STANDARD JOURNEYS!

\* There is no need to prove the viability for land travel from/to one's residence if the latter is closer to the destination of the trip than the normal workplace. However, because of the possible variables for air travel, it is necessary to check that the expense does not exceed a flight from Trieste (including from the nearby airports of Venice, Treviso or Ljubljana). Further information is provided below.

### **Other means of transport**

It should be noted that the use of the aforementioned means is subject to compliance with the conditions set out in Article 8 of the Missions Regulations:

#### **- Taxi and shuttle bus**

This definition also includes the "Science bus", "GoOpti", "Uber", "Lyft" and other similar, personalized services.

#### **- SISSA's car**

For particular needs related to work engagements, personnel may be authorized to use the school's car. The cost of refuelling is reimbursed, please always fill the tank. To obtain authorization write to: [affarigenerali@sissa.it](mailto:affarigenerali@sissa.it) Motorway tolls and parking can be reimbursed upon presentation of the receipts.

#### **- Private car**

Claimants can request a km allowance which is calculated as 1/5 of the cost of 1 litre of petrol in Italy per km (Jan.2019 about 0.30 € / km). Please provide your route information with an estimate of the distance, choosing the shortest route, to do this you can use one of the following websites <http://www.aci.it/i-servizi/servizi-online/attestazione-distanze-chilometriche.html> (you need to register first) or <https://www.viamichelin.it/>. The shortest route from the workplace to the destination will be reimbursed, unless you travel from an intermediate location (.eg. place of residence). The reference tables used for the official reimbursement are found on the ACI website, which is updated weekly.

The motorway toll can be reimbursed upon presentation of the receipt or the Telepass account statement. Likewise, the receipt for the vignette toll in Slovenia, Austria or other countries.

#### **- Car-sharing**



The fee paid for a shared journey can be reimbursed (eg BlaBlaCar). Please note that the date and the route taken must be indicated in the reason for payment.

#### **- Rental car**

Only in documented cases of proven impossibility to reach the mission destination by different means, the rental vehicle may be authorized. The cost of the rental, fuel, any tolls and parking in the same limits as the vehicle are refunded. In case of accidents / loss of exemption, the person who has signed the rental contract is liable.

The permitted vehicle categories are "mini" or "economic".

#### **Conditions for requesting authorisation for “other means of transport”**

The use of other means of transport must be expressly motivated and must meet at least one or more of the following conditions / criteria:

- a) cost-effectiveness (cheaper or equivalent cost as demonstrated in authorization request):
  - i) with respect to the use of ordinary means
  - ii) with respect to the overall cost of the mission in terms of savings in accommodation and / or meals;
- b) proven unavailability of ordinary means;
- c) destinations with scarce public transport services, or badly connected in relation to the duration of the journey or considering the number of changes necessary;
- d) particular needs related to health conditions certified by a doctor / health centre;
- e) particular needs related to the necessity to optimize time in relation to other work commitments;
- f) transport of materials or equipment which are essential for the planned activities, and which cannot be delivered (even for cost reasons), nor transported by ordinary means of transport;
- g) night journeys starting or ending between 22:00 and 6:00.

In case of force majeure circumstances (strikes, accidents, missed connections due to delays in public transport and such like) which can be documented, the use of other modes of transport can be authorized retrospectively.

#### **COST EFFECTIVENESS OF TRAVEL PLANS**

##### **How can I show the “cost effectiveness” of my travel plans when they do not meet the criteria of the “standard journey” – regarding the points of departure/return?**

For the transfers described in the section [Ordinary means of transport](#); which do not start from the workplace (or residency when it is an intermediate point) - with travel by land; it is necessary to provide an estimate of what a standard trip would have costed.

As the standard trip regards the place of departure/return, the estimate must contain the following elements:



- place of departure / return corresponding to the place of employment (normally Trieste);
- use of the same means of transport with respect to the one actually used;
- reference date, the same day and at the same time when you will actually travel.

**How can I show the “cost effectiveness” of my travel plans when they do not meet the criteria of the “standard journey” – regarding the “period strictly necessary”?**

In case of interruption / extension of the trip, the estimate must contain the following elements:

- standard trip (workplace / residence location - land travel to destination);
- use of the same means of transport with respect to the one actually used;
- reference date, the day on which it would have to travel (mission activity + 1 / + 3).

If the trip is extended for the economic convenience of the air ticket, this convenience must be demonstrated taking into account the costs of board and lodging.

For any other cases, please contact the Administrative Office in charge of the procedure for advice.

**How to prepare the estimate**

For train journeys please use the website <http://www.trenitalia.com/> and to take as a reference the price of the “basic ticket” for the relative category of staff. You can save a screenshot .pdf of the options of the day in question to upload.

For air travel please use the site <https://www.skyscanner.it/> without applying filters, and also selecting the box that includes flights from airports near Trieste (Venice, Treviso, Ljubljana). You can save a screenshot .pdf of the options of the day in question and the cost of the ticket referred to is the "best price" processed by the site in terms of cost and time.

The estimates must be uploaded in the portal and if the cost of the actual trip is higher than the amount of the above quote, the trip will be partially refunded up to the limit indicated in the estimate.

**Multiple tickets and cost allocation**

In the case of the purchase of tickets for bus / metro or other ordinary means of transport, only the validated tickets will be reimbursed, unless the ticket book was cheaper than buying single tickets. For example a weekly travel ticket can only be reimbursed for a scientific trip that lasts less than 7 days, if it can be shown to be cheaper than buying daily tickets. If no such proof is provided by the claimant, the weekly ticket will be reimbursed in proportion to the number of actual days of the trip.





In the same way, any insurance and parking costs at the airport will also be reimbursed based on the effective duration of the trip (without any interruption periods).

## FUNDS

Once the expenses have been estimated, it is necessary to identify the availability of funds to cover the trip. You may use both external project funds and scientific group funds upon agreement with the head of funds. Ask your supervisor or the Scientific Secretariat for advice.

Other compatible funds:

### **Contribution “1000 euros” (taxed)**

For third or fourth-year PhD students a contribution of up to 1000 euros is also available for activities which promote possible networking or career opportunities (see specific Regulations). Select this box when you open the online module and upon closure indicate which expenses are to be covered by this fund and which, if applicable, are to be covered by normal group funds.

### **50% increase in PhD grant**

It is possible to receive an additional 50% of the PhD scholarship for periods abroad of more than 30 days. Since this contribution is intended to cover living expenses and transport, the only expenses that can be reimbursed with the normal group funds are travel costs to reach the destination.



## **Erasmus + Traineeships**

The winners of the Erasmus + scholarship receive funding for an internship / research period abroad. Since the grant is a contribution towards living expenses and local transport, the only expenses that can be reimbursed with the normal group funds are travel costs to reach the destination. For more information, contact the Student Secretariat on the 2<sup>nd</sup> floor.

## **MEALS**

There are no restrictions on the type of restaurant, only the advice to verify that they can provide you with a valid bill (invoice or receipt) for the meal consumed. In the event that it is not possible to obtain an individual receipt for meals consumed together with other people, it is possible to present a cumulative receipt as indicated in the section dedicated to Proofs of Purchase.

The purchase of groceries instead of restaurant meals can be reimbursed if you prefer to cook in your accommodation. Please remember that the daily limits apply – so don't do a weekly shop...

## **Tips**

In foreign countries where a tip is customary practice, it can be reimbursed for up to 15% of the total amount of the meal. Please note that tips are included in the daily limit for meals expenses.

## **Reductions to the daily allowance**

Please note that the sum of the receipts presented will be reimbursed up to the daily limit of € 44 for Italy, or for abroad please see Annex A.

For trips lasting 4 to 8 hours, the limit is reduced to 50% of the daily amount, for example for trips starting after 2pm.

There is no reimbursement for meals when trips last less than 4 hours.

In the case of accommodation solutions which include meals, the limits vary as follows:

- a) breakfast: the daily limit of meals (lunch and dinner) remains unchanged;
- b) half-board: the daily limit of meals will be halved;
- c) full-board: there are no further reimbursements for food.

These limits also apply if the person concerned does not actually take advantage of the meal option provided at the hotel and also when the meals are offered by the organizers of conferences or other similar activities. Please note that meals consumed at the hotel restaurant, that are not part of the aforementioned formulas, are considered separate expenses which fall under the ordinary daily limit for meals.



For meals included in quotas for conferences or other activities please indicate the date they refer to, if this information is not clearly deducible from the documentation presented.

## **OTHER USEFUL INFORMATION**

### **Registration costs for conferences**

The registration fees for conventions, conferences and seminars in ITALY are pre-paid directly by SISSA upon specific indication when you request authorisation for the trip. Similar events abroad are reimbursed directly to the person involved.

If the registration fee contains expenses for board and lodging, this must appear in the documentation presented as no additional expenses incurred for the same purpose can be reimbursed.

If the organisers of the event cannot provide such details please provide a signed declaration containing this information.

### **Insurance cover during the trip**

People authorised to carry out activities on behalf of the School are insured worldwide for civil liability towards third parties and for accidents (INAIL coverage or with SISSA private policy).

When you have been authorised to use your own vehicle, you are covered by the "driver injury" insurance and for fully comprehensive insurance coverage for the authorised trip dates and routes.

When you have been authorised to use SISSA's car, an accident coverage for the authorized driver is active exclusively for the authorised dates and routes.

The fully comprehensive insurance coverage applies to the territory of the Italian Republic, the Republic of San Marino, the Vatican City, the European Union and the States participating in the Green Card system. For other States, the validity of the guarantees is subject to written confirmation by the insurance company. Please notify the Missions office if you are going outside of the green card system.

"Driver injury" coverage applies to the entire world.

### **Health assistance**

For travel within the EU and in countries with bilateral health care arrangements, please remember to take your TEAM health card with you in case you need it.

For trips to countries outside the European Union and in countries with which there are no bilateral agreements, it is advisable to request the certificate provided for by art. 15 of the D.P.R. 618/80 which proves the right to health care abroad indirectly, or the reimbursement of health costs incurred. The



certificate can be requested directly from the interested party to the ASL (local health centre) or through the human resources office of the SISSA.

As an alternative to the extension of the public health care system, it is possible to reimburse a private health insurance taken out specifically for the trip abroad.



## GUIDE TO THE ONLINE REQUEST FORM

At this point you should have the information you require to start the online compilation taking care to indicate if the trip involves costs for the SISSA or not. Please note that trips authorised as “cost free” cannot later provide reimbursements for unexpected costs.

The scientific trip request must be sent at least 7 working days before it's due to start. This is the minimum time required to obtain the necessary scientific and administrative approvals. A two-day exemption is only provided for those carrying out tests on human subjects at affiliated hospitals, delegates of the Director or Secretary General or for collaborations with private companies / activities related to SISSA's third mission of knowledge transfer and cooperation with industries, which need particular flexibility in the planning of meetings.

If you wish to request an advance payment, you must allow at least 15 days before departure to allow validation of the trip and the payment of the advance in time.

The form requires you to provide the following information:

- THE CATEGORY OF STAFF TO WHICH YOU BELONG;
- THE PLACE OF DEPARTURE AND RETURN: the system indicates Trieste by default, if you request a refund from / to a different city, please indicate it and upload the aforementioned cost-effectiveness quotation.
- THE DESTINATION OF THE TRIP: if ambiguous, for example Cambridge, also indicate the country. If you plan on travelling to multiple destinations remember to enter all of them. The expenses incurred in places other than the destination(s), that are not *en route* cannot be reimbursed.
- THE PERIOD OF THE TRIP: indicate the period in which you will carry out the planned scientific activities. If the period of stay differs from that which is strictly necessary, please upload the aforementioned cost-effectiveness quotation.
- THE MOTIVATION OF THE TRIP: choose from the drop-down menu one of the following items
  - o scientific collaboration: indicate the person with whom you are collaborating, the reason and the venue of the meeting;
  - o conference /conference /course: indicate the event, its duration and links to the website and program;
  - o meetings with companies / trips part of the third mission activities: indicate the contact person, the reason and the location of the meeting;
  - o trips as delegates of the Director /Secretary General: indicate the reason and the location of the meeting;
  - o tests on human subjects at affiliated hospitals;
  - o other reasons: specify the activities to be authorised.
- SCIENTIFIC TRIPS ABROAD: choose the type of reimbursement you prefer between actual cost or flat-rate (taxed).
- OTHER MEANS OF TRANSPORT: the drop-down menu contains the motivations allowed for the use of other means of transport. Please provide any useful additional information alongside.



- TRANSPORT OF PASSENGERS: if other colleagues travel with you in your vehicle or in SISSA's vehicle, please list their names in the appropriate field.
- USE OF THE SISSA GARAGE: if you wish to leave your vehicle in SISSA whilst you're away please notify the School by clicking the specific box.
- ESTIMATE OF EXPENSES: remember to consider all possible expenses such as meals, accommodation, travel, local transport etc.
- REGISTRATION FEES FOR CONFERENCES AND SIMILAR IN ITALY: select the relative box and indicate the information required to allow registration and payment by the School. You will be contacted for confirmation.
- ADVANCE PAYMENTS: if you need an advance choose the option which best suits your needs.
- FUNDS: indicate the funds available for your trip.

## AUTHORISATION PHASES

The online form will be sent to the Administrative Office in charge of the procedure and to the Head of the indicated funds for the relative administrative and scientific approvals of the requested activity. This authorisation confirms the insurance coverage for the period spent outside the normal workplace and the availability of the requested budget.

You will receive notification by e-mail once the trip has been authorised and then you may proceed to make any necessary reservations.

### Cancellation of the trip

If no expenses have been incurred before the trip was due to start, you may cancel it online to notify the School to free the budget. Remember to refund any advance payment received within 15 days from the date on which the trip should have started (refer to the Regulations – art. 15 and 18).

On the other hand, if you have incurred expenses which cannot be refunded by the service providers, please contact the office to check if the School can reimburse these costs. Normally such expenses can only be paid if the trip was cancelled for *force majeure* reasons, refer to the Regulations – art.18.

## DURING THE TRIP

### Proofs of purchase

The supporting documents must show that the expenses were true, for personal use, the amount paid, the recipient, the date and the type of expenditure. Documents without even one of the listed items will not be reimbursed.

Please remember that:

- documents without a date are not reimbursable;



- documents without a heading of the company that issued them are not reimbursable;
- credit card receipts are non-refundable (except from non-EU countries);
- for taxis, the receipt must contain the date, the identification code of the taxi, the amount paid and the signature of the taxi driver. Please declare the route if it is not reported in the receipt;
- for multiple tickets on public transport such as underground/metro/bus/tram, please present the receipt of the *carnet* and the used tickets for reimbursement; NB. Only used tickets will be reimbursed unless it can be demonstrated that it was cheaper to buy a multiple ticket.
- for single tickets on public transport such as underground/metro/bus/tram/train, if the price is not indicated on the ticket, please declare the cost alongside;
- receipts or cumulative receipts can be reimbursed if the original is presented to SISSA. For shared bills with a generic indication the total is divided by the number of people indicated (e.g. 3 menus one third will be reimbursed); or in the case of an itemised bill (e.g. 1 first course, 2 second courses, 2 side dishes, 1 coffee, water, etc.), please indicate your items. The same logic applies to other types of shared expenses (e.g. overnight stay / tickets, etc.).
- in order to prove air travel, please provide the booking confirmation and the relative boarding passes or if missing, a declaration from the airline that the trip was made on the dates indicated. If you are travelling with electronic boarding passes, you will need to print the .pdf file to get a refund;
- in the case of loss of boarding passes only, and it is not possible to obtain a certificate from the airline, please provide a declaration indicating this;
- in case of theft of the supporting documents, a photocopy of the official complaint made to the police authorities can be presented.

### **Proofs of purchase for online purchases**

The supporting documents to be submitted for online purchases consist in the invoice, receipt or proof of purchase printable from the website or booking app or received via email. For purchases of services through virtual agencies (e.g. expedia.com) if you make the online booking and payment in the host structure, remember to request an invoice at the hotel itself.

Here are some examples of how to obtain the receipts for online purchases:

- Expedia flights: access your account on the Personal Itineraries page -> "Trips completed" -> "Options" -> "Print". If you have booked your trip without logging in, you can directly enter the itinerary number and the e-mail address used for the purchase once you have clicked on the Personal Itineraries page. Use the address [customercare@gco.expedia.com](mailto:customercare@gco.expedia.com) to obtain the breakdown of costs of combined hotel and flight tickets.
- Expedia hotel: if you have made the payment online, print the receipt as above from the Personal Itineraries page, or if you have opted for payment at the hotel, remember to request a receipt upon check-out.
- Expedia hotel + flight: you can receive the breakdown of the separate costs by calling the contact number <https://areaclienti.net/expedia-contatti-telefono/>



- Ryanair: please provide the booking confirmation and the boarding passes.
- Easyjet: use the "Send me a confirmation of payment (PDF)" link on the right side of the booking confirmation email. The payment confirmation contains the details of your booking including any extras purchased. Remember that boarding passes must always be attached.
- Airbnb: to find your booking go to the trips section on airbnb.com -> help-> show receipt or for a past booking go to the trips section -> click on Your home reservation -> in the Total cost section, click on View the receipt .
- GoOpti: the confirmation document, which you receive by e-mail after purchase, is also valid as an invoice.

### **Non-refundable expenses**

- a) fines and penalties;
- b) extra hotel services (eg laundry, mini bar);
- c) luggage storage;
- d) credit card fees;
- e) costs for check-in at the airport;
- f) costs for additional baggage (in addition to the first checked baggage) unless previously authorized;
- g) expenses for excess baggage;
- h) expenses for convivial events outside meals;
- i) any other expenses not strictly related to the trip;
- j) registration fees for conferences and seminars in Italy (because they are usually pre-paid by SISSA).

## **UPON RETURN REMEMBER TO CLOSE YOUR REIMBURSEMENT REQUEST FORM**

Upon returning from the trip, please complete the online reimbursement request and submit it together with the proofs of purchase to the Administrative Office in charge of the procedure within 45 days from the end of the trip.

Nota bene! Trips running over 2 calendar years (e.g. 15.12 – 3.1), which are registered on the previous year's budget must be closed and handed in by 31/01.

Before completing the online form, please organise the proofs of purchase chronologically and staple them on A4 sheets, numbering them progressively. This operation will facilitate you when you input the reimbursement details and facilitate their verification by the administrative staff later on.





It is recommended to use staples and not adhesive tape as this could remove important parts of the supporting documents over time. Please also avoid the use of highlighters.

Online: confirm the information already in the database and fill in the new fields:

- PERIOD: enter the date and time of departure and return from / to the workplace or home.
- ACTIVITY REPORT: briefly indicate the activities carried out. Please note! Although this field is optional, its importance is emphasized in the case of audit control. This is particularly important if the trip is carried out in the interest of an external project.
- PARTICIPATION CERTIFICATE: in the case of conferences / schools / workshops, you are asked to attach the attendance certificate, or in case of scientific collaboration, a declaration by the collaborator on site for the period of the activities.
- DETAILS OF EXPENSES: enter the individual expenses relevant to the authorized activity in the chronological order of the supporting documents. The system will automatically calculate the total expenses. If the total exceeds the sum authorised originally, the Head of the Funds will be notified to authorise an increase if available. Remember that before printing the final form you have to wait for approval to go through.
- CHANGES: any changes to the authorised mission (e.g. period, other means of transport such as taxis ...) must be inserted and justified. Their reimbursement will be subject to evaluation.
- TRIP WITHOUT EXPENSES: if there are no expenses for SISSA to reimburse please select this box. Nota bene! If an advance payment has been made, it must be refunded within 15 days from the end of the trip by bank transfer to SISSA:

Banca Unicredit (Opicina branch)  
IBAN: IT 95 Q 02008 02243 000002733637  
SWIFT/BIC: UNCRITM10MD

Please indicate the reason for payment: "*rimborso anticipo missione*" "to place X", "first name" "surname".

We remind you of the importance of paying the exact amount as the admin office will communicate to you.

- SCIENTIFIC VALIDATION: upon closure of expenses claim form, a notification is sent to the Head of the funds to obtain approval of the congruity of expenses with respect to the activities actually performed.
- ORIGINAL PAPERWORK: once the Head of funds has approved your request, please print, sign and hand in the original paperwork to the Administrative Office in charge of the procedure.

