



## Notice for reimbursement requests for travel assignments in Italy and abroad for PhD students of the International PHD College of the Collegio Superiore of Alma Mater Studiorum - Università di Bologna for the calendar year 2025 - funded by *ex DM291/2024 e Avviso DD 594/2024 destinato al rafforzamento della missione 4 Istruzione e ricerca-Componente 1 - Tematica PNRR M4C1-Investimento 3.4*

This notice aims to promote training and research, and to deepen the skills necessary for the PhD students of the International PhD College (hereinafter I-PHD College) of the Collegio Superiore of Alma Mater Studiorum - Università di Bologna, by offering the opportunity to carry out **travel assignments in Italy and abroad** for research, study, and cultural activities, such as, for example, Winter-, Spring-, and Summer schools, international workshops, conferences, masterclasses, organized by institutions of higher education or research bodies other than UNIBO, companies, public and private research centers, etc. At these institutions, the PhD students of the I-PHD College can promote the benefits of the multidisciplinary training offered by the Collegio Superiore through the network of Italian University Higher Institutions to which it belongs. Travel assignments are regulated by the "*Regolamento delle missioni, mobilità intra - Ateneo e trasferte*" (D.R. No. 1505/2022 of 10/10/2022) and its guidelines.

Travel assignments for which expense reimbursements are required **must be completed by December 31, 2025**.

### 1. Request procedure

Reimbursement requests must be addressed to the Director of the Collegio Superiore and sent to [segreteria.collegio@unibo.it](mailto:segreteria.collegio@unibo.it). The requests must include (documents in PDF format):

- A detailed description of the initiatives and activities, the budget plan, the destination and the periods;
- The favorable opinion of the student's Tutor.

Requests will be evaluated Joint Committee "Exchanges and Mobility" based on:

- Scientific content;
- Consistency with the educational and cultural activities of the Collegio Superiore;
- Consistency with other funding received by the Collegio Superiore in the same calendar year;
- For Visiting periods: other forms of funding required (e.g., Increase of the PhD scholarship, Marco Polo, etc.).

Upon receiving a favorable opinion from the Joint Committee, the PhD student may proceed with entering the request into *U-WEB Missioni*, within the limits possibly expressed by the Committee.

## 2. Duration of the travel assignment

For the duration, please refer to Article 5 of the " Regolamento missioni, mobilità intra - Ateneo e trasferte " and its guidelines.

## 3. Documentation for the reimbursement of expenses

The **reimbursement of expenses must be expressly requested** by the I-PHD Student by filling in the specific digital form available in *U-WEB Missioni*.

The reimbursement will be issued upon presentation of the **documents**. Tax receipts that do not include the name of the person who incurred the expense are also accepted, provided the expense was incurred at the time and place of the business trip. If there is a single receipt for several individuals, the specific amount has to be indicated or the total amount will be divided by the number of people.

In case of loss or theft, a report to the Public Security Authority will be accepted instead of the original documents.

## 4. Eligible expenses

The following expenses duly documented are eligible:

- Travel and transportation;
- Meals;
- Accommodation;
- Registration fees for conferences, seminars, summer/winter schools, workshops, etc.

For reimbursement of any complementary expenses directly related to the travel assignment, refer to Article 7, paragraph 2 of the " *Regolamento missioni, mobilità intra - Ateneo e trasferte.*"

If the travel assignment takes place at the student's usual residence, only documented transportation expenses (e.g., bus, metro, or taxi if applicable) can be reimbursed, as they are excluded from taxation. Personal cars and parking expenses are not eligible for reimbursement.

Regarding **Visiting periods**, the following expenses duly documented are eligible for reimbursement, up to a maximum of 4,000 euros:

- travel;
- health insurance;
- Visa;
- accommodation.

It is important to clearly indicate **for which items you are requesting reimbursement** from the Collegio Superiore, specifying the amount.

For authorized travel and transportation expenses, refer to Article 9 of the Regulations and its guidelines.

It is specified that the use of a personal vehicle is only allowed if the applicant has liability insurance covering third-party damages, driver injury, direct damage, and theft. This circumstance must be declared by the applicant in writing, under their responsibility, and attached to the authorization request, relieving the University from any liability regarding the use of the vehicle.

For everything not expressly indicated in this notice (e.g., expense advances, maximum reimbursable amounts, etc.), refer to the "Regolamento missioni, mobilità intra - Ateneo e trasferte" and its guidelines.

As for Article 12, the Collegio Superiore recognizes only **documented reimbursement** as the method of reimbursement (paragraph 2).