



## Guide for requesting mission authorisation and claiming reimbursement

### 1. Mission authorisation request

Before submitting your application, we advise you to always consult the [Regolamento missioni fuori sede](#).

The mission request must be submitted, **at least 7 working days before the mission**, through

[U-web missioni](#) or “**Moduli per chi non può utilizzare il sistema U-Web**”: <https://start.unipi.it/missioni-fuori-sede/>

### Funds

If the mission is **financed with project funds**:

- if you are Head of Project: in the field **Type of Request** select **FPRO – Fondi di Progetto**, enter your name as Head of Project and the project code;
- if you are not Head of Project (e.g. PhD students, Post-docs): in the field **Type of Request** select **FPRO – Fondi di Progetto** and enter only the Head of Project. In this case, the Head of Project will receive the authorisation request and indicate the title of the project that will finance the mission.

If the mission is **financed by another entity or you are not going to claim reimbursement from the Department**: in the field **Type of Request** select **Fondi Propria Struttura** and then choose **Mission without expenses**.

### Special vehicles

If you wish to use **special vehicles** (e.g. taxi on out-of-town trips, your personal car, or a hired vehicle), you must apply for authorisation via the ‘**Special vehicles**’ field. Authorisation to use your personal car or a hired vehicle must be requested, for insurance purposes, **even if the mission is financed by another body**.

### Anti-covid measures

The use of FFP2 face masks during missions is strongly recommended. If masks are not provided by the host organisation/company, they can be collected at the Department concierge’s desk for the total number of days of the mission.

### Documents to be attached

The documents to be attached to the mission request are as follows:

- The playbill/poster and agenda of the **workshop/conference** you are attending;
- A simulation of **the journey by public transport** (to be prepared before the start of the mission) when:
  - you are not a lecturer, and you request authorisation to use **your own vehicle/an ordinary means of transport** (e.g. your personal car, a hired vehicle): the simulation must have as its departure and arrival the place of employment (Pisa);



- if you claim reimbursement of travel expenses with **departure or arrival from a place other than the place of employment**: the simulation must have Pisa (place of employment) as the place of departure or arrival; the choice must be justified with a statement;
- if you start or finish the mission on **dates other than** those related to the activity motivating the mission (e.g. if you return a few days later than the end of the conference you attended). In these cases, the simulation must be made based on the dates of the actual duration of the activity for which the mission was authorised.

The purpose of the simulations and justification statements is to demonstrate the cheapness/convenience of the choice made from the point of view of cost or travel time (see also Section 2. Reimbursement).

- clearance:
  - **if you are a lecturer and the mission lasts for more than ten days**: clearance from each of the departments where you teach;
  - if you are a **PhD student**: clearance from your supervisor and the coordinator of your doctoral course;
  - if you are a **student**: clearance from your course coordinator;
  - if you are a **post-doc**: clearance from the person in charge of the research programme, only if different from the Head of Project in charge of the funds financing the mission;
  - if you are a **grant holder (fellow)**: clearance from the tutor or person in charge of the research programme, only if different from the Head of Project in charge of the funds financing the mission;
  - if you are an **employee belonging to another structure or Administration**: clearance from your superior.

Conference/workshop registrations

**If the conference is held in Italy and the organiser is Italian**, never pay the fee. You must open the mission request and request payment for conference registration by writing to [missioni@df.unipi.it](mailto:missioni@df.unipi.it).

**If the conference is held abroad and the organiser is not Italian**, you must open the mission request, pay the conference registration and request an invoice:

The invoice **must**

- be **issued to**: Dipartimento di Fisica, Università di Pisa, L.go B. Pontecorvo, 3 Pisa VAT: IT00286820501.
- show **the VAT amount** or specify the **VAT exemption article**;
- contain the **organiser's VAT number**.

If the conference does not fall under the two above-mentioned cases and if you have any doubts, please write well in advance to [missioni@df.unipi.it](mailto:missioni@df.unipi.it).



## Missions outside the EU

In the event that the mission takes place in a non-EU country, it is necessary to include, among others, the cost of a **health insurance policy** guaranteeing coverage for at least the period of the mission, and for the costs for first aid and return to Italy.

## Grant increase for PhD students

PhD students travelling abroad with a grant increase may only apply for reimbursement for:

- the round trip from Pisa to the foreign location, which becomes a new temporary place of employment. Any missions originating from the new location during this period are subject to the ordinary mission allowance;
- training costs such as: participation in conferences, seminars, workshops, etc.

## Authorisation

The mission must be authorised before departure. You will be able to check whether the mission has been authorised in your personal area of *U-web missioni*: you will see the flag in green under **Project funds, Completion, Accountancy seal**.

Numero richiesta	Reason	Destination	From	To	Estimated cost	Status
3465214	Partecipazione al congresso Chiral Dynamics 2024 e presentazione di un seminario	Bochum, DE	25/08/2024 07:00	30/08/2024 23:59	1.180,00 €	Authorized: ✔ Project funds ✔ Completion ✔ Accountancy seal

**The use of the 'Copy' function is not recommended**, as it returns the green administrative seal of the original mission, leading to confusion.



If you do not have *U-web missioni* credentials (e.g. free associations to research), go to “[Moduli per chi non può utilizzare il sistema U-web](#)”. In this case you must:

- indicate whether the mission is with expenses or without expenses (for the Department of Physics)
- indicate which funds will finance the mission (if with expenses) and enclose with the request the authorisation of the Head of Project
- upload the same attachments as those of *U-web missioni* users indicated in the previous points

For further information on how to enter your request, you will find a **HELP** button in the top right-hand corner of your personal *U-web missioni* area from which you can download the U-WEB Mission Claim Manual.



## 2. Claiming for Reimbursement

Once completed, the mission must be closed by indicating whether it was carried out (even when no reimbursement is claimed) or not.

The **claim for reimbursement** must be submitted from the same platform where you submitted your mission authorisation request, i.e., **U-Web missioni** or **“Moduli per chi non può utilizzare il sistema U-Web”**: <https://start.unipi.it/missioni-fuori-sede/>

### Evidence of expense

In your claim for reimbursement, you must:

- indicate all expenses incurred per day and, for each expense, include a scan of the relevant receipt: sale slips, tax receipts or invoices. For each day spent on the mission, you must indicate the total expenses incurred for all meals (e.g. lunch and dinner);

**NB: credit or debit card receipts are not valid as evidence of expense**, because the receipt must show the nature of the expense incurred and not only the amount.

- Enter boarding passes, train and bus tickets, motorway toll tickets;
- In the case of accommodation at a guest house that does not issue receipts (e.g. air b&b), you will have to provide, in addition to the booking document, a declaration from the establishment attesting to the overnight stay and a copy of the payment document (e.g. bank statement, bank transfer);
- The **simulations of the journey by public transport and the reasons for not using it**, if you have not already provided them in your application. The cases in which they must be presented are:
  - when you are not a lecturer and you travel with your personal car or with a rented vehicle: the simulation is used to prove cheapness/convenience compared to the standard means of transport and to establish the maximum value admitted as reimbursement;
  - when the place of departure or return of the mission is different from the place of employment (Pisa): you will have to attach the travel simulation to show the amount that you would have spent if the departure or arrival had been from the place of employment;
  - when departure or return takes place on dates other than those on which the mission activity was carried out.

**The simulation must always be produced before the date of departure**, so that the administration can reimburse the lesser amount between the two solutions (the trip made and the one simulated).



In the case of **cumulative receipts**, i.e. relating to the expenses of several persons, you can claim reimbursement of your share by submitting the original evidence of expense and declaring the share that you claim (see example 1). If you do not have the original cumulative receipt, you can submit a copy to the administration offices, but you must declare where the original receipt is.

You may not claim reimbursement of expenses incurred on behalf of a guest or colleague.

Once you have entered your mission reimbursement claim, **you will have to hand in the original expense slips to the Administration office.**

### Closing Missions

Once completed, all missions opened and authorised on *U-web missioni* must be closed, even if no expenses were incurred or the missions have not been carried out.

If you have carried out a mission without expenses, indicate 'Mission completed' in *U-web missioni* and click on 'Send without reimbursement'.

If you have not carried out a mission, indicate 'Mission not completed' in *U-web missioni* and click on:

- 'Send without reimbursement': when there are no expenses to be reimbursed;
- "Send with reimbursement": when you have incurred expenses in advance, and these can be reimbursed. You may only be reimbursed for the costs incurred if the mission was cancelled for exceptional reasons beyond your control and if the anticipated costs cannot be reimbursed by the service providers.

Exceptional reasons include:

- illness documented by a medical certificate;
- serious family reasons for which the legislation in force provides for leave of absence;
- exceptional atmospheric, natural and socio-political events;
- duly documented strikes, breakdowns and delays that prevent transport or make the purpose of the mission impossible;
- duly documented unforeseen cancellation of the event justifying the mission.

It will be necessary to submit a declaration in lieu of both the exceptional reasons that prevented the mission and the failure of the supplier to reimburse the expense.



## Annex 1 - Examples of declarations to be attached to the claim for reimbursement

### Claiming reimbursement in the case of cumulative receipts

I hereby request partial reimbursement, corresponding to my share, of EUR \_\_\_\_\_ on the expense slip for the dinner I had with other colleagues on \_\_\_\_/\_\_\_\_/. The original receipt is with the administration offices of \_\_\_\_\_.

Date

Signature