

Protocol to apply for Collegio Superiore funds for I-PhD College Students travel assignments

This is a guide on how to apply and make the travel assignment on the “*U-Web Missioni*” platform directed to the PhD students that are part of the 3rd cycle of the Collegio Superiore: the International PhD College. The character of the travel assignment can be summer/winter school, congress, events, international or national mobility (also for short travel assignment or mobilities starting at 1 week), and cultural activities.

All this procedure should be done with at least 3 weeks in advance of the start of the travel assignment, the following steps may have some delays and the approval of both the department director and the Collegio superiore director is necessary before the day of departure.

Step 1: Contact your I-PhD College Tutor and request for a *nulla osta* (approval) for the solicitation of funds to attend the academical activity needed.

Step 2: Contact the administration office enclosing the Nulla Osta and all the documents about the academical activity, and a list of previous funding requests. The Commissione Didattica e Ricerca will evaluate the request based on the following criteria:

- Scientific content;
- Congruity with the formative and cultural activities of the Collegio;
- Congruity with other financing attained on the same solar year.

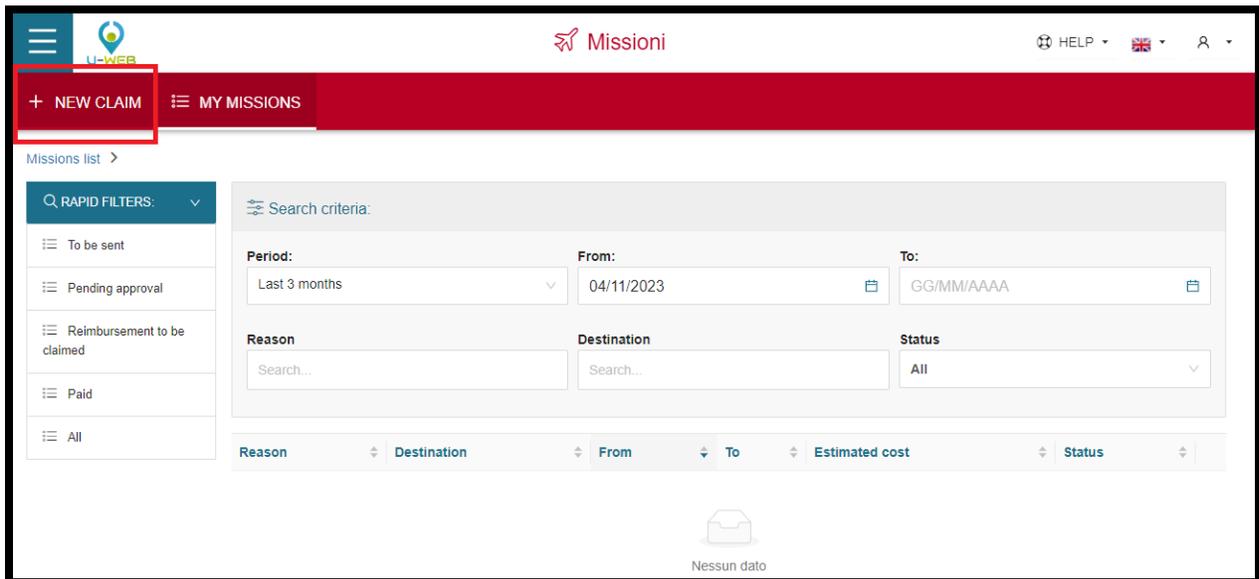
Step 3: after approval from the committee and the director, the student can proceed to create and send the request at the *U-Web Missioni* portal.

Step 4: Go to Unibo.u-web.cineca.it and log in with your Unibo credentials. There is an option to change the language to English.

Step 5: Click “le mie missioni” button.



Step 6: Click New Claim (Nuova Richiesta).



Step 7: Fill in the location of the travel assignment and the start and end date and time. Keep in mind that it should be the day that you leave and the day that you come back to Bologna, you will only be reimbursed for the expenses incurred during the period assigned here.

DESTINATION

Location * ?

Start date and time * ? GG/MM/AAAA 00:00

End date and time * ? GG/MM/AAAA 23:59

OK CANCEL

Step 8: Fill the information accordingly with the image:

Type of Request: **FPROG – FONDI DI PROGETTO.**

Head of Project: **FRABONI BEATRICE.**

Project: **FFO-DM231-COLLSUP** (if you can't find any it's not a problem the Director will fill in the right project number at the approval).

MISSION

Destination

+ ADD

Location	Start date and time	End date and time	Suspension
Bologna, Italia	17/02/2024 00:00	24/02/2024 23:59	No

Title * ? DR - Dottorandi

Start location * ? Bologna

Type of Request * ? FPROG - FONDI DI PROGETTO

Head of Project * ? FRABONI BEATRICE - DIPARTIMENTO DI FISICA E ASTRONOMIA "AU"

Project * ? No result found

Structure concerned * ? DIPARTIMENTO DI FARMACIA E BIOTECNOLOGIE

Paying structure * ? ISS - ISTITUTO DI STUDI SUPERIORI

Regulation * ? TES - REGOLAMENTO DI ATENE0

Reason * ? Reason

Notes * ?

Method * ? List of expenses incurred

Step 9: These two tabs are where you must add all the special means of transport you might need, things like taxis, personal cars.

The expenses with estimate is where you must add the expenses that you plan on having during the travel assignment, like airplanes, buses, trains, food and other types of costs linked to the travel assignment. It does not have to be accurate since the reimbursement will be made based on the receipts that will be annexed after the end of the travel assignment.

The screenshot shows two sections of a form. The first section, titled 'SPECIAL MEANS', has a dropdown arrow and a '+ ADD' button. The second section, titled 'EXPENSES WITH ESTIMATE', also has a dropdown arrow and a '+ ADD' button. Below the '+ ADD' button in the second section, there are two input fields: 'Total expenses by claimant' with the value '0' and 'Total expenses paid in advance' with the value '0'. At the bottom of the second section, there is a checkbox labeled 'Claim for advance' with a question mark icon next to it.

Step 10: You have the option to save in drafts to make changes later or **save and send which will send the request for approval from the director.** The travel assignment must be approved by the two directors **before the start of the travel assignment** so it's important to make all the necessary procedures the earliest possible.

The screenshot shows three buttons in a row. The first button is blue with a document icon and the text 'SAVE AND SEND'. The second button is blue with a document icon and the text 'SAVE IN DRAFTS'. The third button is orange with the text 'CANCEL'.

Step 11: After the completion of the travel assignment, you will need to come back to the site and in the EXPENSES INCURRED tab annex **ALL THE RECEIPTS FROM ALL REIMBURSSABLE PURCHASES**, together with the certificates related to the activities of the travel assignment. After annexing all the files, you can save and send the reimbursement request.

Type	Incurred on	Currency	Amount	Euro	Allegati	Notes
PASTS	20/09/2023	EUR	15,50 €	15,50 €	1	Cena 20/09
PASTS	20/09/2023	EUR	30,00 €	30,00 €	1	Pranzo 20/09
PASTS	20/09/2023	EUR	6,70 €	6,70 €	1	Colazione
BUS	20/09/2023	EUR	4,00 €	4,00 €	1	
AEREO	20/09/2023	EUR	132,52 €	132,52 €	1	
CONGR	20/09/2023	EUR	100,00 €	100,00 €	1	
BUS	21/09/2023	EUR	1,00 €	1,00 €	1	
PASTS	21/09/2023	EUR	6,20 €	6,20 €	1	Colazione 21/09
PASTS	21/09/2023	EUR	14,00 €	14,00 €	1	Pranzo 21/09
METRO	23/09/2023	EUR	1,00 €	1,00 €	1	

All the original receipts **must also be brought to the Ufficio Missioni e Compensi aggiuntivi** <https://www.unibo.it/it/ateneo/organizzazione-e-sedi/amministrazione-generale/726/297/760> (Largo Trombetti, n.4 - just past the archway on the right you will find two stairways, you must take the one on the right - second floor, *Ufficio Compensi*. The intercom is just outside the main door (on the right).

Every morning from 9 to 11:15 a.m.; Tuesday and Thursday afternoons from 2:30 to 3:30 p.m.

The reference is Dr. Silvia Benelli (arag.compensi@unibo.it).

Digital documents can be printed, but no scans are accepted.

All Collegio Superiore travel assignments - are under the same regulation as normal Unibo travel assignments (<https://normateneo.unibo.it/regolamento-delle-travel-assignmenti-mobilita-intra-ateneo-e-trasferte>); any doubts and extra information needed can be found there or by contacting the Collegio Superiore Secretary through the email: segreteria.collegio@unibo.it