

Gestione Trasferte

E-travel for Phd Students

Useful information for the management of trips (*missioni*)
of PhD students of the University of Trento

Research activities carried out in Italy or abroad

In case of educational and research activity carried out at **locations other than the one of your Doctorate programme in UniTrento**, PhD students must ask for the authorization from their **supervisor and the Department Director**, for the following reasons:

- for insurance reasons (if you do not respect the procedure you won't be covered by the insurance of the University);
- to notify the Accounting Office of your temporary change of location (useful in case you are going to participate in a conference);
- to receive reimbursement (if requested).

These rules are valid for **your whole doctoral period**, from the enrolment until your thesis oral discussion.

You cannot ask for reimbursement if the destination of your mobility is in the **municipality where you have your official residence**.

If the research activity will be **abroad** for ≥ 1 mo. and you have a grant remember that you can have a 50% of grant increase (<https://www.unitn.it/en/node/2004>). For periods lasting 3 months or more, you could get the 60% of the whole increase in advance (**advance payment**), sending the request at least 2 months before departure, so that it could be paid by the date of departure.

At least 3-4 weeks before departure, **start an online travel authorization** (Gestione Trasferte/*E-travel*) so that it is approved beforehand. If the stay is longer than 3 days you can ask for an advance payment of the presumed cost referred to the expenses paid by the person concerned for food, lodging and travel. A maximum of 75% of the total amount will be paid by sending the request at least 10 days before the start of the trip, so that the advance is paid before departure.

Please note that **no mission authorization can be granted retroactively**. You will not be reimbursed if the Travel Authorization Request is not sent online before your departure.

Within 30 days after **returning**, and in any case no later than January 31 of the year following the date on which the mission was carried out, the online Travel Reimbursement and original receipts must be delivered. Submit (online, by clicking on the 'L' next to your pee-authorized trip in Gestione Trasferte/*E-travel*) your Travel Reimbursement, and hand in or mail the original receipts and a pdf copy of your Travel Authorization Request to the relevant Office (Servizi Amministrativi alla Didattica e alla Ricerca Città/Rovereto).

Eligible expenses to be claimed via Gestione Trasferte/*E-travel* are **travel, lodging and meal expenses**. PhD students should use the cheapest possible means of transportation (i.e. economy class tickets). Lodging receipts must be in your name in order to be reimbursed. If you share your lodging, please ask for a separate receipt in your name. In the case of accommodation in an apartment, the economic efficiency must be demonstrated by attaching an estimate of the cost of accommodation in the hotel.

In case of **early departure or postponed return**, refunds of any kind are not allowed except for the cost of the trip. It is up to the interested party to present adequate documentation for the economic comparison of travel costs on the two dates. The Administration will proceed to reimburse the lower cost. In the absence of such evidence, the reimbursement is not admissible. The documentation for the comparison must be requested when booking the tickets in order to make the costs comparable. No other reimbursements are allowed (meals, overnight stay, local transport, etc.) on extension and/or advance days.

TO DO

Before leaving: check with the Doctorate Secretariat the procedure and read carefully the [Regolamento per le missioni](#) (in particular, the maximum expenses allowed for PhD students).

Then, the Travel Authorization Request (“Richiesta Autorizzazione Missione”) must be submitted using the online “Authorization” form (login to your personal account “MyUnitn” and click to “E-travel”) and sent for approval by the Department Director.

The online Travel Authorization Request must be filled out even in case of travels **without reimbursement** (for example, because the trip is covered by the scholarship’s increase or funded by external institutions). In this case, you have to check the field “I don’t ask any reimbursement in the section Applicant data. In case of cancellation/postponement of the trip (after you filled out the online form), you must send an email to the Doctorate Secretariat.

During the trip: keep all the original tickets, receipts, invoices etc.

Upon return: fill the Travel Reimbursement Request “Richiesta Liquidazione Missione” online as soon as possible (with the description of the costs). Deliver the original documents (receipts, etc.) to Servizi amministrativi – contabili di Polo. In case of reimbursements exceeding the amount of € 77,47, a stamp duty (“marca da bollo”) of € 2,00 must be sent. **If you don’t want to ask for the reimbursement** and therefore don’t fill in the “Richiesta Liquidazione Missione”, you have to email to the Doctorate Secretariat specifying that the mission was carried out, confirming the dates, the place (country, city, institution or host organization) and detailed reason of your trip.

How to complete the Request for Travel Authorization

The filling out of the online Travel Authorization Request in the Gestione Trasferte/*E-travel* needs to be complete and detailed, because some data of the trips of PhD students for each a.y. are requested for statistical purposes by the Ministry of Education, University and Research (M.I.U.R.) and by the Italian Evaluation Agency (ANVUR). Therefore you must stick to the following instructions to fill out correctly your **Travel Authorization Request**.

1. Login at My UNITN
2. Locate the Gestione trasferte (*E-travel*) widget and click on it.



Home page travels e-tool

Welcome to the travel management website.

BEFORE LEAVING

Complete the request for the travel authorization and forward it for the necessary approval well in advance so to have the authorization procedure completed before departure. Before leaving, check that the request has been approved. Please note that the travel authorization is also needed for insurance purposes. In journeys made by private means, any passengers unrelated to the Administration and not duly authorized will not benefit from the University's insurance coverage. For travels with destination to the same municipality of the working place or of residence no reimbursement of expenses is foreseen. It is advisable to read the Regulations for the Missions (issued by R.D. no. 480 of 29 July 2015) before departure.

UPON RETURN

In order to obtain the reimbursement of the travel expenses it is necessary to fill in – in all its parts - the online Travel Expenses Reimbursement Request form and forward it to the Administration. Keep all the original tickets, receipts, invoices etc. : they must be attached digitally to the online form AND sent in original to the Administration. Please, staple your receipts - non overlapping them - in A4 sheet/s (grouping them by type and chronology). N.B. The reimbursement form must be completed and sent as soon as possible, best if immediately after the return.

HELPDESK

Write to etravel.help@unitn.it


For any information, please see the [user's manual](#).

LEGENDA

A = Authorization

L = Reimbursement

+ [Create a new Travel Authorization Request form](#)



Create a new Travel
Authorization
Request

Travel Authorization Request

Codice trasferta: 0

✓ Send Travel Request

Delete

Save

1. Applicant data

2. Travel data

3. Further data

4. Advance payment

Choose the correct area*

Scuola di Studi Internazionali

Name*

Galina

Surname*

Kamburova

Role/Position*

Dottorando/Assegnista

Select your role/position (Dottorando/Assegnista)

I don't ask any reimbursement for this travel.

The request will be automatically filed by the system upon authorization by the authority/person in charge.

Specify if you are not interested in the reimbursement

next >>

1. Applicant data

2. Travel data

3. Further data

4. Advance payment

Require the authorization for the travel to

Country *

ITALIA

Province *

Seleziona provincia ...

For the trips in Italy choose one Province from the list

Destination *

For travels with destination in the municipality of residence or working place no reimbursement of expenses is foreseen.

Choose one country from the list

Return date *

Return date *

For missions exceeding 30 days attach the approval by the CdF or the DG.

For the following reasons⁽¹⁾*

Fund / project

Indicate, if known, the number of the fund on which the mission is to be attributed.

Search a project

Costs must be charged to fund/project number (insert SAP code)⁽²⁾*

or insert the project acronym / description in order to identify the correct fund *

Attachments

Upload any documents proving the purpose of the mission, its destination and duration (i.e. invitation letter/mail, conference programme, etc)

+ Add file

Box «Destination»

1) Remember! You cannot ask for reimbursement if the destination of your mobility is in the municipality where you have your official residence.

2) Fill in the box as follows: CITY – INSTITUTION

Examples:

- Roma – Università «La Sapienza»
- Berlin – Freie Unviersitaet Berlin
- Paris – CNRS Centre national de la recherche scientifique
- Verona – Azienda Ospedaliera di Borgo Trento
- Cisterna - Consorzio di bonifica
- Torino – FCA Fiat Crysler Automobili
- Milano - Politecnico

Specify the official and complete name, in case of Conferences, Summer schools, Workshops etc., if the hosting institution/location is different from the organizing institution, write the organizing institution instead. Example: Erice – Associazione Internazionale di Astrofisica - Convegno di astrofisica 2019 in original language, of the hosting institution.

Box «Dates»

The dates of start and return **MUST** refer to the actual dates you leave and return (for insurance purposes) from Trento/Povo/Rovereto.

If you leave in advance (or return later) for personal reasons with respect to the period of mobility referred to your didactic/research activity (duration of the research period, conference, etc.) you must specify it in the box «For the following reasons».

Example: EUREGIO – Conference «Borders beyond borders» - The days 23-25 april I will remain for personal reasons.

Box «For the following reasons»

Clearly specify the motivation.

International Mobility Programmes:

Erasmus+ Study
Erasmus+ Traineeship
Erasmus Mundus Joint Doctorate (SMART, IDEALAB)
Marie Skłodowska-Curie Action
Horizon2020 Actions
International Credit Mobility-ICM
EIT
co-tutelle de these
Collège de France
bilateral agreement
ITPAR
other (specify)

Research activities:

free mover
visiting PhD student
internship at research labs or institutions
summer/winter school
seminar-conference-workshop-symposium
participation to research programmes or projects (PRIN, FIRB, ...)
other (specify)

Examples:

- Conference «IDRAPOWER 2018» and poster presentation
- Summer School «Maths on the rocks»
- Research period at the Experimental laboratory
- Field research /Ricerca su campo / Ricerca in azienda
- Stage/Internship

In case of a mobility within a specific project ALWAYS quote it as the first information.

Examples:

- EUREGIO – Conference «Borders beyond borders»
- ERASMUS+ – Mobility research period at the partner institution
- MSCA – Mandatory secondment to the partner organization
- PRIN – riunione per presentazione risultati
- CO-TUTELA DI TESI – Research period at the partner institution
- H2020 – EUROFLOW project – Kick-off meeting

Box «Fund/Project»

Search project ✕

> **View my projects**

← A - View my projects

> **Search per PI (Principal Investigator)**

PI (Principal Investigator)

← B - Name of Supervisor

> **Search per code/acronym**

Acronym

SAP Project (SAP code)

1) Please, use the SAP research system or write * for use any filter (i.e. 46*)

///

Box «Attachments»

Always upload something (i.e. the Conference programme, mail of invitation or invitation letter, Erasmus+ mail, the web link or pdf of the Conference/School program you are going to attend, your supervisor's approval email, screenshots for 'cost comparisons', if needed (see slide 5), etc.)

Box «Means»

Usual means: train, bus, airplane, car up to km 700 (return included)

In case of car-sharing specify the names of other students/professors coming with you in the Extraordinary means box

Box «Advance payment»

1. Applicant data 2. Travel data 3. Further data 4. Advance payment

art 4

2. If you intend to ask for an advance payment, you must fill in this request together with the request for authorization, via e-travel, at least 10 days before the departure. The sum will be paid in the week before the departure. The advance can be requested for missions both in Italy and abroad and lasting more than 3 days.
The advance payment is not made in cash but only by bank transfer

It is required an advance payment for (€)

meals	<input type="text" value="0.00"/>	Euro
accommodation	<input type="text" value="0.00"/>	Euro
travel	<input type="text" value="0.00"/>	Euro
Total amount	<input type="text" value="0.00"/>	Euro

[previous](#)

Specify the type of expense
(train/airplane ticket, hotel
room...)

Last step: Send
request and send
receipts to address in
next page