

# DIEEI Guidelines: Reimbursement rules for mobility and missions for Ph.D. students

This guide offers practical information for mission refund, setting out the conditions of reimbursement for travel/mobility expenses, for Ph.D. students.

## **PART 2** – eligibility of the expenses

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# 2<sup>nd</sup> stage – expenses eligibility rules-

*eligible expenses*

According to the University of Catania regulation, eligible expenses for Ph.D. students are:

Registration expenses for/to event/conference/training course  
Transportation,  
Accommodation,  
Meal

In anycase, **you need to collect and return all the fiscal receipts documenting your expenses**

Please take care that the receipts are issued in a **suitable form** for refund application –

In the next page you can find the details for each category of cost.

*\*\* in general payment for missions comes in the form of reimbursement, but please get in touch with the adm office to know if your mission is eligible for advanced payment.*

# 2<sup>nd</sup> stage – expenses eligibility rules-

## *Event/conference/training course registration expenses*

the registration expense to event/conference/training course

All expenses for registration to conferences or training courses, incurred as part of a mission **are eligible** for refund.

Mandatory documents must be included/attached in the reimbursement application are:

- the original receipts (not a copy) of the payment (registration fees\*, course fees, participation fees, etc..). The receipt should report: -date, -amount, -currency, -type of expense, -stamp and signature of the host organization. (if the fees have been paid through bank transfer or credit card, a bank statement (confirming the payment) should be attached.
- Attendance sheet (for all the attending period)
- The main agenda of the event/course/conference/other events, any forms of posters or handouts in which the place, date and the title of the event are easily readable.

*\*In case the registration fees include accommodation or meal cost, please specify and highlight which part is referred to the meal and which to the accommodation.*

# 2<sup>nd</sup> stage – expenses eligibility rules-

## *Transportation expenses*

All travel expenses must occur **by the most economical mode** of transportation that is available, while considering the purpose and the urgency of the trip.

Mandatory documents must be included to support the refund application are :

For airplane

- Plane tickets: (economy class only)
  - both original and electronic tickets are allowed (name/first name, - date –route - and paid amount should be clearly identifiable)
  - original boarding pass

For Trains/buses/ bus connections (including airport transfers)

- original ticket showing the validation stamp (2nd class only)\*
- \* if the train ticket doesn't show the price, please provide adequate documentation showing the price of the ticket (including bank transfer, receipt of the ticket office, etc..)

For private transportation

**Use of TAXI is not allowed.** (university rules discourage the use of private transportation. Public transportation is always preferable). In spite of that, it is possible to take a taxi just in rare cases (e.g. strikes, to get to remote areas, etc..., but note: in anycase the use of a taxi must be adequately justified, documented and should be authorized by the director of the department.



# 2<sup>nd</sup> stage – expenses eligibility rules-

## *Accommodation expenses*

Accommodation expenses (including hotel, bed&breakfast and other non-hotel accommodation) **Are Eligible** for refund. Accommodation may include breakfast. In anycase minibar expenses, additional roomservices, phonecalls and extra internet expenses **Are Not Eligible**.

Mandatory documents must be included/attached in the reimbursement application are:

For hotel /B&B / accommodation:

- Original (not a copy) receipts/invoice must contains:

- the commercial data of the host/generic service provider (including name, VAT registration number, amount, and the «stamp **paid**»
- the description of the services (number of nights, number of guest/s, name of the guest/s, etc ....).

**Please read carefully what is not eligible for refund:**

- Accommodation expenses cannot be demonstrated without a regular receipt/invoice (e.g. unofficial paper delivered by occasional landlord).
- Online reservation (including booking.com, airbnb, venere.com and other similar websites which are not able to provide fiscal receipt).

So please take care: in case you have booked your hotel thought booking.com, airbnb, etc... – please remember either to ask for the receipt before leaving the hotel or (**we strongly recommend this option**) to always choose the option «**pay at the property**»\*.

\*keep in mind - not all the hotels are *kind enough* to provide a fiscal receipt if you used an online reservation).

Please note: if your trip exceed 10 days you can choose to rent an house for your long stay. The original rental agreement and the receipt of the payment are mandatory documents to apply for a refund, making sure that the payment had been made exclusively by bank transfer (**please don't pay cash. It not permitted**).

# 2<sup>nd</sup> stage – expenses eligibility rules-

## *Meal/food expenses*

Meal expenses: -breakfast (if is not included in the accomodation), - lunches, - and dinners **are eligible expenses**.

The maximum amount permitted is 22,26 euro per day/mission up to 12 hours. Mission which exceed 12 hours are eligible for two meals per day and the amount cannot exceed 44,52 euro.

Mandatory documents must be included/attached in the reimbursement application are:

For a restaurant/fast food/other providers:

Original (not a copy) receipt which contains:

- the commercial data of the restaurant/fast food/other providers (including name, VAT registration number, readable paid amount)
- the description of the meal (e.g. 1 pizza, 1 pasta, 1 meat, etc...). The receipt showing the description «VARIE» and/or «REPARTO»\* **are not refundable**

Very important tips:

\*we are warning you because these vague descriptions are very common for italian restaurants, so be careful that the receipt shows the description of the meal.

\*\*Cumulative receipts including one or more people (even if you are travelling with a colleague), are strictly discouraged (try to pay separately).

For a market/grocery stores, etc...

–the reimbursement of food/grocery purchases in supermarket/grocery stores is eligible, **even if strongly discouraged**; these kind of purchases, should be adequately justified and documented, usually with a declaration (signed by you) which have to be add to your receipt, explaining the reasons why you chose that option (e.g. having a cooking facilities in a rented apartment, or no restaurant in the area, etc...)

**Only meals consumed at the mission location are refundable (e.g. if your destination is Rome meals consumed in surrounding/neighbourhood areas (like Viterbo, Ostia, etc..) ARE NOT PERMITTED).**



# 2<sup>nd</sup> stage – expenses eligibility rules-

*Any further declaration*

N.B. Despite the mentioned rules cover the most common expenses that may occur during a mission, in special cases not covered by the rules additional declarations may be required to clarify the claimed expenses.

## **Very important TIP:**

In order to avoid either having your expenses declared ineligible or spending a lot of time on unnecessary rebuttals of correspondence, please strictly **adhere** to the eligibility rules, and meticulously collect and keep all mandatory supporting documents.

More, be fast! Remember that the submission of the original documents (including receipts, boarding pass, registration fees, etc..) to the adm office should be done within 7 working day from the submission of online refund application.

# Long term missions

*(Ph.D. mobility and extrascolarship)*

Application for extra scholarship (account for 50% of the regular salary), during your Ph.D. period abroad.  
**Please read carefully, and think about it “in advance”, because the authorization process is complicated (as it involves multiple offices) and it could take a long time.**

**mandatory preliminary steps are:** 1. having an internal tutor (usually your professor) 2. having an host tutor from the foreign institution

**1st step:** send the authorization request to carry out a mobility period abroad (addressed to the coordinator of the Ph.D. school in system, computer and telecommunications engineering university of Catania, copy to your internal tutor), specifying:

the location/destination and the name of the host institution

the name of the host tutor of the foreign institution

the research activities you intend to carry out (how it is matching /inherent your educational profile

the duration and the periods of stay (in case you intend to split it in two or three parts)

Please, **make sure to attach the Invitation letter**/acceptance from the foreign/host institution to the authorization request (e.g. next slide)

**2nd step.** - The coordinator will start the authorization process and will advice you (with an e-mail), as far as the authorization process is completed.

**3rd step** A certificate of attendance (e.g. next slide) signed by the yourself (Ph.D. student) and signed by the foreign tutor, must be sent MONTHLY to the coordinator (...of the Ph.D. school in system, computer and telecommunications engineering university of Catania). This is a very **essential** document: because only once the coordinator receives the document, he can activate the administrative process to request the extra amount! (be patient... the extra will always credited the month following the request!).

**4th** . About the final certificate of attendance. The certificate should report 1. ending date, 2. completion of the activities



On headed letter

To Prof. Paolo Arena, Coordinator  
PhD school in Systems, Energy, Computer  
and Telecommunications Engineering  
University of Catania - Italy

Date \_\_\_\_\_

Agreement on remote internship for Mr. \_\_\_\_\_ PhD student

Dear Prof \_\_\_\_\_,

I undersigned prof. \_\_\_\_\_ confirm my full support of the application of the PhD  
Student \_\_\_\_\_ for his internship in my laboratory/department, starting from  
\_\_\_\_\_ I commit to providing co-supervision. I have agreed to work with Mr  
\_\_\_\_\_, supported by Prof. \_\_\_\_\_ as his PhD tutor in our research area of  
common interests regarding \_\_\_\_\_

We plan to have regular where Mr. \_\_\_\_\_ will discuss the status of the activities and  
present his results to myself and/or to my group involved in the activities.

Yours sincerely,

\_\_\_\_\_

The PhD Student Tutor  
Prof. \_\_\_\_\_

Headed letter

To: Prof. P. Arena  
Coordinator of the PhD School on  
System, Energy, Computer and  
Telecommunication Engineering  
University of Catania

Place and date

**Object: Certificate of Attendance**

This document certifies that the Ph.D. student [redacted] (matricola n. [redacted])  
from the University of Catania (Italy), DIEEI, attended the University of [redacted]  
Department of [redacted] from [redacted] to [redacted]  
2022 during her mobility period previously certified by an acceptance letter.

The topic of this research activity is: [redacted]

[redacted] and was carried out under the supervision of [redacted] the undersigned prof. ----

Paolo Arena 26/9/2022, 11:47:27

The Student: [redacted]

The Professor: