

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 1 - Authorization procedure

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This guide consists of two parts, regarding the two stages of mobility and missions procedure

Part 1 - Authorization procedure*

Part 2 - Reimbursement procedure**

* PART 1 - authorization procedure - will guide you step by step in filling out the authorization request. (**before departure**)

PART 2 – the Reimbursement application procedure and the general conditions for eligibility of expenses. (after the trip is over**)

Font legend

CAPITAL LETTER stands for all the Italian names you will find in the platform

In **bold** goes our tips on things to pay attention to

please read carefully both (part 1 and part 2), before departure!



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Part 1-Authorization procedure - GENERAL RULES:

- Missions must always be authorized (by the supervisor, by adm office, by the director), prior to departure.
- The mission authorization request must to be submitted at least 5 working days before the scheduled departure date.
- The request can be submitted exclusively online (on the dedicated platform – easyWEB –), which can be accessed only with your CINECA credentials.



Part-1- Authorization procedure

Before starting, make sure you have **CINECA credentials***

***CINECA credentials** are your personal identification code (consisting in a numerical code and password) allowing you to access to many services offered by the university of Catania, including the special platform to submit online mission request.

Doctoral students with scholarships.

CINECA Registration is done automatically and credentials sent by e-mail.

Doctoral students without scholarships.

Doctoral students without scholarships must request the credential to the *Doctoral Students Office* – AREA della didattica (for any doubt ask to adm office)



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Part-1- Authorization procedure

Go to the website: www.unict.it

- From the menu on the top, drop-down "SERVIZI», select the item "PORTALE PERSONALE» ([Portale personale \(unict.it\)](http://Portale personale (unict.it))).
- log in with your CINECA credentials and enter in your personal area
- Please, scroll down the page until find "Financial Area-Resource Planning and Management Control, on the site you will find only the Italian name: "AREA FINANZIARIA-RIPARTIZIONE PIANIFICAZIONE DELLE RISORSE E CONTROLLO DI GESTIONE»
- Select the item «MODULO MISSIONI» (it means access to admission template).
- You will be automatically re-addressed to the dedicated online platform: «**EasyWEB**»

• Posizione previdenziale	• Registro Unico delle Fatture (RUF)
• Servizi di Rendicontazione	
Area Finanziaria - Ripartizione Pianificazione delle risorse e controllo di gestione	
• Documenti utili	• Ex APiCoG (Area della Pianificazione e Controllo di Gestione): Procedure
• Modulo missioni	• Modulo progetti (per i dipartimenti attivati)
Area Finanziaria - Ripartizione Sostituto d'imposta	
• Modulo assegni familiari 2021	• Modulo detrazioni d'imposta 2022
• Visualizza la circolare ministeriale n. 17 - 2021	• Circolare 14/01/2013 prot. N. 3580 (tuttora vigente)



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Part-1- Authorization procedure– (*easy web page – log in*)

Inserisci login e password

Login:

909413

Password:

.....

LOGIN

[? Password dimenticata?](#)

Per motivi di sicurezza dovresti effettuare il logout e chiudere tutte le finestre del browser quando hai finito di utilizzare servizi che necessitano autenticazione.

Now you are in **easyweb** page,

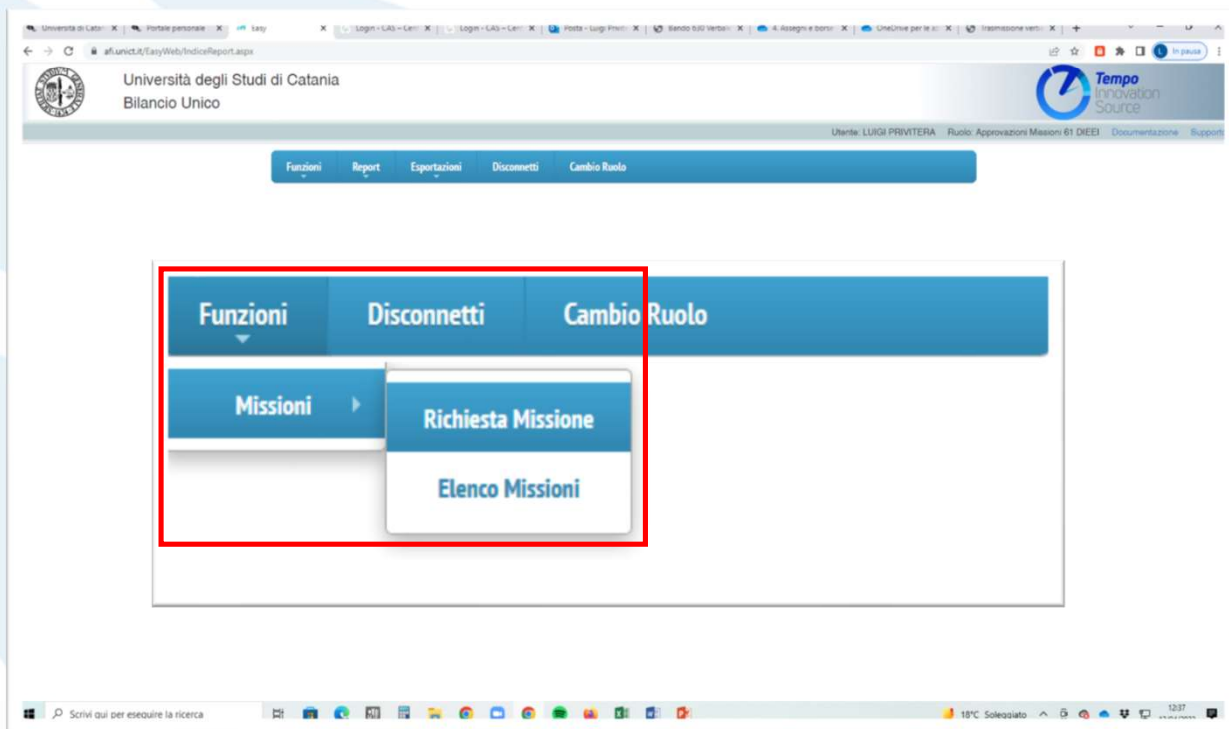
please log in, one more time,
using your **CINECA** credentials
(login and password).



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Part-1- Authorization procedure– (*easy web page- create a new request*)



After logging in, you will see the windows (as shown in the figure on the left).

Now, you are ready to start the authorization process for your mission.

- create a new “mission request”
please select the items, as below:

«FUNZIONI» /(function)
-> «MISSIONI» /(Missions)
-> **RICHIESTA MISSIONI»/**
(mission request)

Part-1- Authorization procedure– (*easy web page- mission data*)

Missione

Esercizio Stato

Numero

Dati identificativi della Missione

Richiedente

Destinazione Stato

Motivo

Date della Missione

Data inizio: Data fine:

Ora Minuti Ora Minuti

NOW, you must fill out all the writable fields (all the fields are mandatory). In our case, you are requested to fill the box “DATI IDENTIFICATIVI DELLA MISSIONE” from the field «destinazione» as follow:

1. «DESTINAZIONE» : text your final destination
2. «STATO» please, specify the name of country just in case of a foreign country. In case of domestic missions (it means within Italy), it will be set by default.
3. «MOTIVO»: text the reason of the mission (e.g., participation in congress, doctoral school, training course, etc...).

...and in the box named «DATI DELLA MISSIONE» ENTER:

4. starting date and time of the departure (select it from the default calendar)*
 5. end date and time of the mission*
- *time should be expressed in the form 00:00.*

Please note: in the field “time” you can also include the expected time required to travel from your place/work place/hotel to the airport/or train station, both for the outward and return journey.



Part-1- Authorization procedure – (easy web page- transportation data)

Autorizzazione mezzo aereo/nave

Autorizzazione uso Aereo Nave Nessuno

+ Aggiungi

Correggi

Cancela

Num.Tratta	Da	A
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In the box «AUTORIZZAZIONE MEZZO AEREO/NAVE» (shown on the left) you must choose a mean of transportation (plane, ship, train, etc.). Click on the green square corresponding to the mean of transportation you intend to use (AEREO/flight, NAVE/ship, NESSUNO/none, etc...).

Once the green square is checked, the table “NUM.TRATTA_DA_A” will appear. So, if your flight, train, etc., are not direct, you need to enter all the intermediate stops (1 route for each row), from the place of departure to the final destination. **It is applied both on the outbound and return journey**

EXAMPLE

Trip from Catania to Berlin with a stopover in Rome.

NUM TRATTA	DA/fro	..A/to
1	Catania	Rome
2	Rome	Berlin
3	Berlin	Rome
4	Rome	Catania



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Part-1- Authorization procedure – (easy web page- financial data)

Tipologia Fondi di copertura

Missione soggetta a rimborso

Si

No

Autorizzazioni e Comunicazioni

Modello autorizzativo

Fondi dottorandi (quota 10% ricerca) DIIIEI

Copertura della missione

Missione su fondi Propri

No

Si

Responsabile

MUSCATO.GIOVANNI.0003491

Motivo



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- In the box: «TIPOLOGIA FONDI DI COPERTURA». Please, click on:

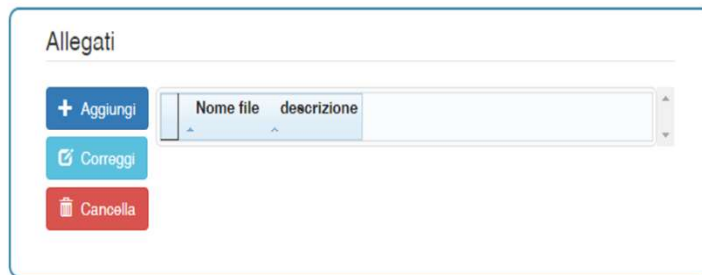
Si/YES

- In the next box «AUTORIZZAZIONE E COMUNICAZIONI», drop-down the menu and the select: **“Fondi dottorandi (quota 10% ricerca) DIIIEI”**,

- taking care to enter in the box «COPERTURA DELLA MISSIONE» the name of Muscato Giovanni – (director of the department). (Blue button «RESPONSABILE»)

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Part-1- Authorization procedure – (*easy web page- upload data*)



Allegati

Nome file	descrizione
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+ Aggiungi

Correggi

Cancella

Then, in the box «ALLEGATI» You can upload the documentation required for the mission (including conference or event agenda, invitation letter, tutor's authorization etc....)



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Part-1- Authorization procedure– (easy web page- validation data)

...Now, you have almost completed the authorization procedure.

your authorization is displayed as in «BOZZA».

Please, check that all the information are correct, and click on «**UFFICIALIZZA**» (light blue botton), to forward/submit the request to the adm office. (**this is very important click** 😊!)

Please Note: Changes can be made as long as the status (in the box «STATO») reports «BOZZA», or «DA CORREGGERE». Any changes are no longer allowed after official confirmation from the adm office (which is means when «AUTORIZZATA» will appear in the box «stato»).

Imposta Ricerca Inserisci Salva Info Elimina Chiudi

Missione

Esercizio 2019

Numero 1

Stato

Bozza

Ufficializza



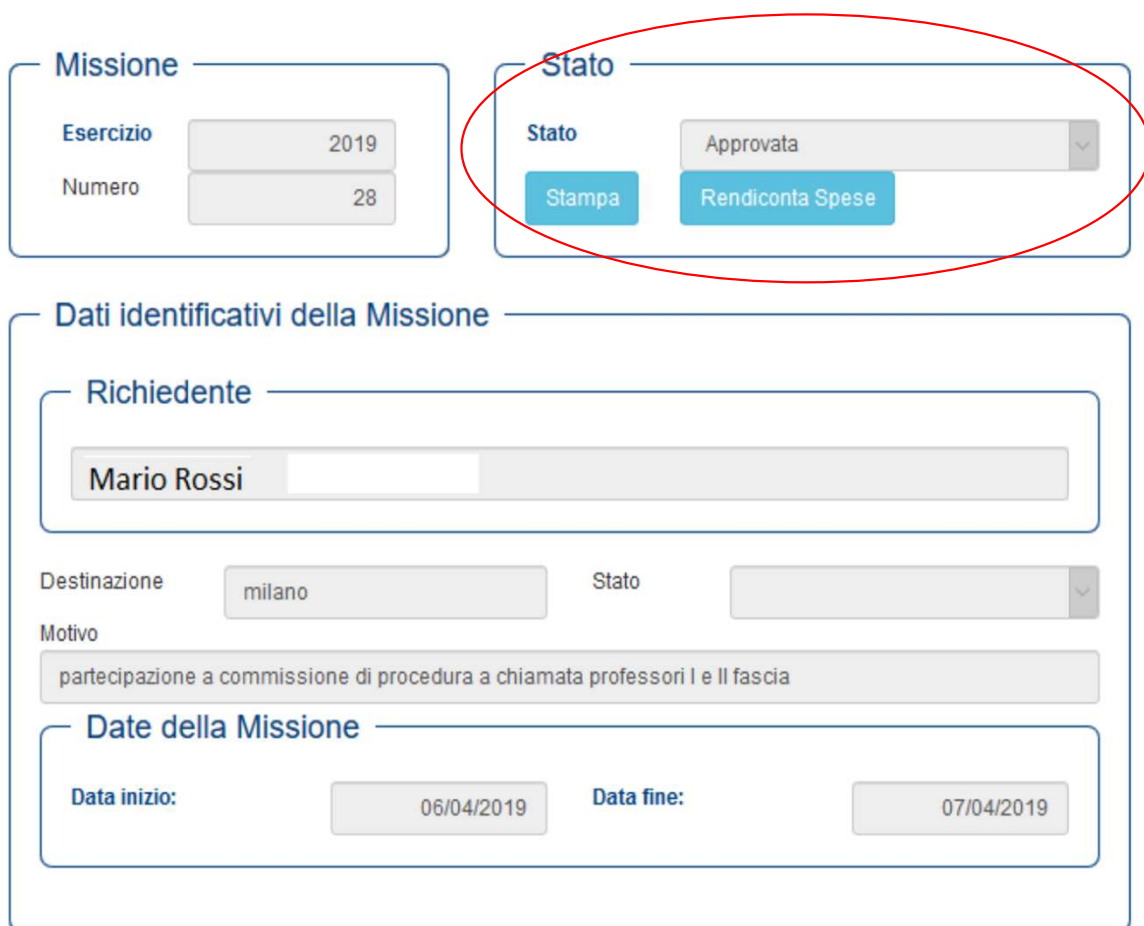
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Part-1- Authorization procedure – (easy web page - check the status of you request)

Stampa modulo riepilogativo della missione



Missione

Esercizio: 2019
Numero: 28

Stato

Stato: Approvata

Stampa Rendiconta Spese

Dati identificativi della Missione

Richiedente

Mario Rossi

Destinazione: milano Stato: [dropdown]

Motivo: partecipazione a commissione di procedura a chiamata professori I e II fascia

Date della Missione

Data inizio: 06/04/2019 Data fine: 07/04/2019

once submitted to the adm. Office, in the session called «STAMPA MODULO RIEPILOGATIVO DELLA MISSIONE" you will be able to track the status of your request.

In the box «STATO» you can read 3 options:

«**IN BOZZA**» does it mean that your request it is not yet submitted to adm. office

«**APPROVATA**» does it mean that your request has been approved by the adm office

«**AUTORIZZATA**» does it mean that the authorization process has been successfully completed and authorized by the director.