

MISSION REQUEST PROCEDURE

(last updated April 2026)

The PhD Programme in *Philosophy, Science, Cognition, and Semiotics* (PSCS) provides each doctoral candidate with a budget amounting to 10% of the total value of the doctoral scholarship, to be used for reimbursing expenses related to missions carried out in connection with their research activities. To confirm eligibility, doctoral candidates must contact their Department.

For all types of missions, both in Italy and abroad, **prior authorization** for departure is always required before departure:

- **Short-term missions** (conferences, summer schools, workshops, etc.):
Authorization from the supervisor is required and may be obtained by email. This authorization (a screenshot is sufficient) must be uploaded to the *U-Web Missioni* system when submitting the mission request.
- **Research periods abroad** (which are mandatory for a total duration of six months):
Authorization from the PhD Board must be obtained and subsequently uploaded to the *U-Web Missioni* system.

For research periods abroad, a **50% increase of the doctoral scholarship** is provided. This increase must be requested and agreed upon *prior to departure* with AFORM – PhD Office – Courses and Careers Unit.

Doctoral candidates who do not receive this increase may still check with their Department whether they are entitled to equivalent financial support.

For updated information, please refer to the University Intranet page, which is regularly updated:

<<https://intranet.unibo.it/ricerca/Pagine/DottorandiAdempimentiSoggiornoEstero.aspx>>

Please note that a mission request must always be submitted through the *U-Web Missioni* system, even when no reimbursement is being sought, in order to ensure insurance coverage. In such cases, this should be specified in the notes section of the authorization request.

Mission requests must be submitted **well in advance** (approximately 10–15 working days before the departure date) so that the authorized parties can complete the procedure within the required timeframe, and in any case *prior to departure*.

Mandatory Requirements in the U-Web Missioni System

When submitting the request, it is mandatory to:

- select “**Fondi di progetto**” as the “Request Type” (do *not* use “Fondi di struttura”);
- indicate the name of the Director (currently **Luca Guidetti**) in the “Responsible Person” field;
- enter the project identification code under which the mission expenses will be charged.

For missions abroad exceeding 180 days, the system requires the submission of **two consecutive requests** (both in terms of dates and times), as it does not allow for missions longer than this limit.

Example: For a mission from 1 March 2024 to 15 September 2024, two separate requests must be entered:

1. 1 March 2024 – 29 July 2024, 9:00
2. 29 July 2024, 9:01 – 15 September 2024

Summary of the Mission Request Procedure

Before departure

- request authorization from the supervisor by email (or authorization from the PhD Board in the case of mandatory research periods abroad);
- submit the mission request in *U-Web Missioni* and upload the authorization (a screenshot of the email is sufficient).

Upon return

- submit the mission report through *U-Web Missioni*, attaching scans or photographs of supporting documents relating to the expenses incurred, intact and legible. It is no longer necessary to submit the original paper receipts to the Administrative Office.
- Regarding stamp duty: purchasing a physical revenue stamp is no longer required. The amount of **€2**—mandatory for reimbursements exceeding €77.47—is automatically charged by the system and deducted from the total reimbursed amount.
- Expenses must be entered in their **original currency**; the system will automatically apply the exchange rate.

Important Notes

- If the reimbursement request is incomplete or does not pass verification checks, it will be cancelled. The user will receive a notification with instructions for correction. The request must then be resubmitted and will receive a new protocol number.
- Any supplementary documentation relating to reimbursement requests must be submitted **exclusively** via *U-Web Missioni* and the *Titulus* electronic protocol system. Submission by email (e.g., for certificates or boarding passes) is not permitted. Requests should therefore be submitted as complete as possible.
- For all types of missions, original paper documentation must be carefully preserved for potential administrative audits. Documents related to expenses charged to research projects subject to reporting obligations must be kept for up to **5 years** after the project's completion. In general, it is advisable to retain them for at least **2 years** after receiving the relevant communication.

Documentation That Must Be Attached

- **Final report**, providing a concise description of the scientific objectives of the mission and the justification for any specific organizational choices (e.g., a return date later than the end of the event, supported by evidence of cost-effectiveness).
- **Proof of participation**, such as a certificate of attendance (for participants) or the event programme showing the candidate's contribution (for presenters).