

## ADVANCE REIMBURSEMENT OF THE 10% BUDGET

Both for periods spent abroad and for other missions, it is possible to request an advance on the **10%** budget, **but only if you hold a scholarship**.

It is important to remember the following:

- The advance can cover 75% of the estimated accommodation expenses and 100% of the expected travel expenses (pursuant to Article 13 of the current Travel Regulations), whereas registration fees for conferences/congresses cannot be covered by an advance.
- You must attach at least the estimates for the expenses for which you are requesting the advance.
- You need **to inform the Administrative Office** (by writing to [filo.amministrazione@unibo.it](mailto:filo.amministrazione@unibo.it)), **because the software does not send any notification regarding the advance request**. Without prompt communication with the offices, the request might not be noticed.
- The request for an advance on expenses must be submitted **at least 15 working days before the start date of the trip or mission**, except in properly justified urgent or exceptional cases.
- Once the trip or mission is **over**, the PhD student who requested and obtained the advance is required to **submit the complete required documentation** — available on the relevant website — **as soon as possible and in any event no later than 30 days after the trip or mission**.
- Those who have **received an advance** but are **unable to carry out** the trip or mission must **return the funds within 10 days** from the date on which the trip or mission would have begun.
- If the **amount of the advance** is **higher** than the actual expenses incurred, the recipient must **return the difference within 30 days of the end of the trip or mission**.