

## MISSION REQUEST PROCESS

The PhD program in ***Philosophy, Science, Cognition, and Semiotics (PSCS)*** first and foremost guarantees doctoral candidates access to a fund corresponding to **10% of the total amount of the PhD scholarship, aimed at reimbursing expenses for missions related to their doctoral research.** For all types of missions in Italy or abroad, you must request authorization **before departure:**

- In the case of **conferences, summer schools, symposiums**, etc. (i.e., missions of relatively short duration), you must request **authorization from your supervisor**. This authorization can be requested by **email**; it is then **essential to upload the authorization (a screenshot is sufficient) to the application (U-Web Missioni) when submitting the mission request.**
- In the case of **the mandatory six-month period abroad**, you must obtain and then upload **the authorization of the PhD Board to the application.**

As for the **period abroad**, starting from the 38th cycle, all doctoral candidates receive a **50% increase in the PhD scholarship**, which must be requested and agreed upon **before departure with AFORM – Research Doctorates Sector – Courses and Careers Office**, with the exception of doctoral candidates who do not receive a scholarship, who instead must refer to the Department. For updated information, please refer to the university's Intranet page, which is constantly updated: [\[https://intranet.unibo.it/ricerca/Pagine/DottorandiAdempimentiSoggiornoEstero.aspx\]](https://intranet.unibo.it/ricerca/Pagine/DottorandiAdempimentiSoggiornoEstero.aspx).

We remind you that in any case, **it is always necessary to open a mission request in the dedicated application (U-Web Missioni)**, even if you do not plan to request a reimbursement, **so that you can obtain insurance coverage**. If you do not intend to request a reimbursement, please indicate this in the notes when requesting authorization. You must submit the mission request in the application **sufficiently in advance** (approximately 10–15 working days before the departure date) to allow the involved authorizers to proceed in a timely manner (thus, **before departure!**).

Within the aforementioned request procedure, it is also **mandatory** to indicate "**Fondi di progetto**" (Project Funds) in the "Tipo richiesta" (Request Type) field (NEVER use "Fondi di struttura" [Structure Funds!]), enter the name of the Director (currently Luca Guidetti) in the "Responsabile" (Person in charge) field, and in "Progetto" (Project) the identifying code of the project under which your missions are paid. It should also be noted that **for periods abroad longer than 180 days**, two consecutive requests (both in terms of days and times) must be submitted in the system, as the program does not handle missions exceeding that length. For example: travel from March 1, 2024, to September 15, 2024, indicate:

1. Request from March 1, 2024, to July 29, 2024, at 9:00 a.m.
2. Request from July 29, 2024, at 9:01 a.m. to September 15, 2024

## In summary, the mission request process is as follows:

### Before departure:

- Obtain authorization from the supervisor by email (or authorization from the PhD Board in the case of the mandatory period abroad).
- Enter the mission request in the U-Web Missioni application and upload the authorization (screenshot of the email).

### Upon return:

- Submit the mission expenses in the U-Web Missioni application, **attaching scans or photos of all individual expenses, intact and readable, without then delivering the original paper documents to the Administrative Office.** As for the duty stamp, it will no longer be necessary to purchase it: the corresponding amount of 2 euros—required in the case of mission reimbursements over 77.47 euros—will automatically be charged by the system and deducted from the final net amount.
- It is important to remember that:
  - If the reimbursement request is incomplete or does not pass the verification of the supporting documents, the accounting operator must cancel it. The user receives a notification with instructions on how to correctly complete the request. The reimbursement request must then be submitted again and will be registered for a second time.
  - This means **that any additions to reimbursement requests will no longer be handled by email** (for example, you can no longer request attendance certificates or boarding passes by email). **Everything must go through U-Web Missioni and Titulus (electronic protocol system). It is therefore important to submit reimbursement requests that are as complete as possible.**
- If the destination of the mission or trip is one of the states with which Italy does not have a tax cooperation agreement (the so-called Black List countries), paper submission of supporting documents is still required, since the Italian Revenue Agency has no possibility of reconstructing the content of these documents through the records held by third parties. The system will send a notification if the chosen country is on the Black List.
- For every type of mission or trip, we suggest, in any case, carefully keeping the original paper documents for random administrative checks, until you receive a specific email confirming storage and authorizing their destruction. **AFTER THAT DATE, IT IS MANDATORY to keep documents related to all expenses that fall under research projects subject to reporting, for up to 5 years after the project ends. In any case, we suggest that everyone keep them for at least 2 years following receipt of the aforementioned email.**

- In addition to the individual expense items, you must always also upload the following documentation to the application:
  - **A final report**, briefly illustrating the scientific purpose of the mission and specifying and explaining any elements of it (for example, the reason for returning a few days later than the end of the conference, accompanied by the related simulation showing that the chosen means of transport was cheaper than the one that would otherwise have been used).
  - **Proof of attendance**, for example a certificate of participation in the conference if you participated as an attendee, or the event flyer/highlighted program showing your presentation in the case of speakers.