UNIVERSITÀ
DI TRENTO   **PhD CIMeC <phd.cimec@unitn.it>**

NEW: Payment process change for scientific association memberships

PhD CIMeC <phd.cimec@unitn.it>   Mon, Nov 14, 2022 at 3:25 PM
To: phd-students <phd-students@list.cimec.unitn.it>

Dear All,

There's been a change in the way payment for **association memberships** is handled within the University.

It is now necessary that you pay for association **memberships** directly and then request to be reimbursed. In order to request reimbursement you fill out the same form as if you were to request the University to pay for it (attached, only in ITA, sorry!). The difference is that you will mark the "☐ La quota è stata anticipata dal sottoscritto che ne chiede il rimborso:" sentence instead. Contrary to what has been done in the past, **this also goes for Italian associations** for which your membership is required in order to register for their conference (so you pay first, then Uni reimburses you).

Before sending the filled out form to me, be sure to have the association provide you with a receipt that explicitly says as follows.

Your full name
Università degli Studi di Trento
Via Calepina n. 14
38122 Trento
p.iva e c.f. 00340520220

Conference registration payments are different from above and continue to have the same following priority and form (partecipazione a convegni/attendance at conferences):
1) University pays conference organizers by wire transfer
2) University pays conference organizers by credit card
3) You pay and then request reimbursement (NOT possible for Italian conferences. Only possible for Italian association memberships, see above)

Kind regards,

Leah
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