**8.7 Travel & Purchases Summary**

GENERAL INFORMATION

PhD Students are allocated an amount of money per year, namely “Budget for Research Activity”, which may be used for trips and research-related purchases. This travel comprises conferences/seminars/workshops/summer schools in which you are a participant, as long as the event impacts your research project or if the material isn’t already covered by the PhD program’s educational offerings. **Tutor PRE-approval is required for every trip and purchase.** With every purchase/trip, there is paperwork/online application that needs to be filled out and done before the purchase/trip (*ideally* ***at least 3 weeks before*** *date of departure or of purchase*). This is done to allow enough time between when you make the request and when the trip/purchase is actually approved, as well as in the case of advance payments for travel. If you use this guide as a reference throughout the year, you should be able to conduct all purchases/trips correctly which will amount to getting reimbursed in due time.

Personal endowments for research related travel and purchases:

* 32nd cycle students are entitled to €3158 for all 3 years and possibly spent as follows: Year 1 = €900, Year 2 = €1000, Year 3 = €1258.
* 33rd cycle students are entitled to €4887 for all 4 years, spent as follows: Year 1 =€1000, Year 2 = €1000, Year 3 = €1258, Year 4 = €1629.
* 34th cycle students are entitled to €4887 for all 4 years, spent as follows: Year 1 =€1000, Year 2 = €1000, Year 3 = €1258, Year 4 = €1629.

Unused funds are rolled over to the following year.

* IIT students are entitled to the same amounts listed above.
* Topic-specific grant funded students are entitled to a minimum of the amounts listed above, and travel on the topic-specific grant funds.
* The fund number for all UNITN/Eccellenza, IIT and FBK funded PhD students is “Dotazione Dottorandi CIMeC”, SAP Code: 40300392.
* IDEALAB students are allotted €1500 per UNITrento year and have a specific fund number, ask Leah for details.

STEPS TO FOLLOW

There are 2 typical traveling situations for which a PhD student needs to do a *Travel Authorization Request*:

1. Conference/Seminar/Workshop/Summer School
2. Work with a subject/conduct research/research group

**FIRST**

In order for the trip (*missione*) to be reimbursed, you need Tutor pre-approval. This is done by reading AND following instructions in the .ppt slide available on the CIMeC Wiki PhD Documents webpage “*Tutor Travel Pre-Approval Authorization Process*”.

**SECOND**

At least 3 weeks before date of trip, go to “E-travel” and fill out the “Create a new Travel Request Authorization Form”. Here is where you will upload the email where your Tutor approves your trip, CC’ing [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it). Should your Tutor forget to cc the PhD program’s administrator then please forward the email yourself to phd.cimec@unitn.it.

**THIRD**

Should there be a registration fee this is handled separately from the E-travel website. Instead, you need to fill out the the “*Iscrizione a Convegni/Attendance at Conferences*” form, sign it and hand it to the Program Administrator. When you complete this form, and you want UNITN to pay for the registration fee directly, be sure to hand in the exact bank coordinates so the money transfer can be made by UNITN’s accounting office (ufficio contabilità) directly to the organizer[[1]](#footnote-1).This takes time, so requests for UNITN to pay for conferences must arrive at least 3 weeks prior to

conference registration/payment deadline.

**Please note:** You still have to fill out this form even if you pay for the registration fee directly. In this case you should have the conference organizers write a receipt made out to you with the University[[2]](#footnote-2)’s address, and not to your personal address. Otherwise you will not receive a full reimbursement and will be charged tax (at least 20%).

**FOURTH**

If you want an advance payment then you should fill out step 4 of the E-travel website. Please note: you will be given 75% of the total you enter on the form so that you don’t end up owing the University any money after your trip.

**FIFTH**

You can avoid having to pay for a travel ticket (and/or hotel room) out-of-pocket by going to /emailing one of the travel agencies the University of Trento has agreements with. When you reserve your travel through one of these agencies, then you must show a copy of your authorized trip request form (available for download in E-Travel upon Director approval).

Travel agencies UNITN has an agreement (Until 31/01/2020) with for this purpose: <https://intranet.unitn.it/infoservizi/convenzioni-con-agenzie-viaggi>

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**LASTLY**

Upon you return from your trip, in order to be reimbursed (*even if you requested advance payment*), you need to fill out the Liquidazione Request form in E-travel (by clicking on the ‘L’) and *send all original receipts* to Presidio Amministrativo e Contabile, Palazzo Istruzione, Corso Bettini 84 Rovereto. You must also add a print out of the conference flyer (or an email where you are invited to the conference). This is basically to show proof that the event actually occurred (*giustificativo*).

1. Even if the vendor states that payment can only be made with credit card it usually means that you have to contact them directly in order to get their bank info so that Accounting can make payment via money transfer or check. If this is so, please ask for conference organizer’s VAT # (if abroad), or VAT and Codice Fiscale # (if Italian). [↑](#footnote-ref-1)
2. In order for the vendor to provide you with a receipt be sure that the vendor includes the University’s VAT # (00340520220) as well as to the address YOUR NAME, Università degli Studi di Trento, CIMeC, Corso Bettini 31, I-38068 Rovereto (Alla c.a. Ufficio Contabilità – Rovereto) [↑](#footnote-ref-2)