

How to authorize PhD Students' travel

Step 1

Student writes Tutor requesting authorization to travel

Information to provide:

- a. conference/trip name and location
- b. conference/trip dates
- c. estimate of all expenses
- d. proposed fund name/number that will cover this trip
- e. If you are presenting (i.e., talk/poster) then provide title*

*** Note that students traveling on School funds are strongly advised to travel only if presenting their work**

Step 2

Tutor decides on which funds the student will travel

Option 1: There is no external fund

Tutor replies to student approving/not approving travel, CC'ing phd.cimec

Option 2: External fund is available and can be used

Tutor replies to student approving/not approving travel, CC'ing phd.cimec

Option 3: External fund is available but cannot be used for this travel

Tutor must forward the Student's request to phd.cimec@unitn.it providing reason why travel should be put on School funds. School then sends an email to the Student/Tutor approving/not approving use of School funds (could take up to 10 days).

Step 3

Student fills out the online travel authorization request

Fill out the MyUnitn online travel request (termed 'gestione trasferte')

- a. Page 1: specify the fund name/number approved by the Tutor/School
- b. Page 2: upload the Tutor's reply (option 1 and 2) or the School's reply (option 3)