# How to authorize PhD Student travel

## Step 1

### Student writes Tutor requesting authorization to travel

**Information to provide:**
a. conference/trip name <u>and</u> location
b. conference/trip dates
c. estimate of all expenses
d. **proposed fund name/number** that will cover this trip. If more than one fund then list preference of use (ex.: 1=PhD student fund n.XXXXXXXXX, 2= Tutor fund n.XXXXXXXXX).
e. If you are presenting (i.e., talk/poster) then provide title of presentation*

**\* Note that students traveling on PhD student funds are strongly advised to travel only if presenting.**

## 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@unitn.it

**Option 2: External fund is available and can be used**
Tutor replies to student approving/not approving travel, **CC'ing**
phd.cimec@unitn.it

## Step 3

### Student fills out the online travel authorization request

**Fill out the MyUnitn online travel request form (termed ' or 'gestione trasferte' or 'E-travel')**
Page 1:
a) Complete all fields in as much detail as possible, including:
**what:** conference/data collection/scientific collaboration meeting/summer school
**name:** name of conference, name of University hosting you, summer school, etc
**why:** data collection, presenting a poster, giving a talk, attending a summer school
**title:** title of poster or presentation you are presenting at the event

b) specify the fund name/number approved by the Tutor
Page 2: **upload the Tutor's reply** (option 1 or 2 of Step 2).