**8.7 Travel & Purchases Summaries**

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 trip/purchase, there is paperwork/online form that needs to be filled out and done before the trip/purchase (*ideally* ***at least 3 weeks before*** *date of departure or of purchase*). This is 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 help getting reimbursed in due time.

Personal endowments for research related travel and purchases:

* 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.
* 35th 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 except in the last 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 IIT and FBK funded PhD students is “Dotazione Dottorandi CIMeC”, SAP Code: 40300392.
* The fund number for Eccellenza PhD Students is 40103177

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 elsewhere other than your primary workplace 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 the “E-travel” widget in myUnitn 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](mailto: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. Be sure your tutor has already sent the trip approval email to [phd.cimec@unitn.it](mailto:phd.cimec@unitn.it) when you do this. You complete this form so that UNITN can pre-pay for conference registration. 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 conference 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 (allowed only in the case of international events). 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*).

**REMEMBER**

1. If you **fly** your **boarding passes are** **not enough** for reimbursement. You will **also** need to **provide an original ticket receipt**. **The above information pertains also to pre-paid tickets.** Rule of thumb: **keep all receipts, all the time**. If you travel by **train** then the receipt, which already shows the amount paid, is enough.
2. If the trip is carried out using train transportation, and you do not return to the CIMeC on your return trip, you will be reimbursed for the amount equal to the train trip to CIMeC or the lesser amount. For instance, if you go to a conference in Turin, and on your return you go to Florence, you will be reimbursed for Turin – Rovereto, if cheaper, otherwise Turin – Florence if cheaper than Turin – Rovereto.
3. All payments from Accounting go out on Thursdays, but are entered into the system on Wednesdays, so plan accordingly.
4. If you are Italian, fill out the Italian version of the forms (the accounting office appreciates this)
5. **When travelling to a conference, you must travel the day before, during or the day after the conference. Should you travel two days before, you need to justify this with “motivi personali” or other reason on the reimbursement form AND, when you purchase the ticket, simulate the same trip on the day before/after the conference. Your travel agency should be able to provide this to you or you could easily do this online, and KEEP A PRINTED COPY. You will then be reimbursed for the one that costs less. This is only valid for flights. For train or other transportation, Accounting can simulate the trip for the day before/after the trip. Either way you will be reimbursed for whichever date was cheaper.**

\*\*\*FAILURE TO GET TUTOR’S APPROVAL AND TO FILL OUT THE AUTHORIZATION REQUST FORM BEFORE YOUR TRIP MAY AMOUNT TO NOT RECEIVING A REIMBURSEMENT AT ALL\*\*\*

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# PURCHASES

Please have your tutor contact Head of IT, Stefano Tessari: [Stefano.tessari@unitn.it](mailto:Stefano.tessari@unitn.it).

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)