

Budget for research activities of doctoral students - instructions for use

Starting from the first year of the course, all doctoral students in current cycles are assigned a budget for research activities of € 1,534.00 (so-called 10%) which can be used for needs consistent with the purposes of the doctoral program in compliance with the provisions of current doctoral regulations, as well as public accounting rules and University regulations.

Examples of eligible expenses are:

- registration to congresses and conferences;
- participation in training courses;
- missions in Italy and abroad;
- laboratory consumables;
- small tools.

The expenditure proposal must be endorsed by the tutor of the doctoral student and approved by the Coordinator of the Doctorate (holder of the funds).

Mobility (missions and participation in conferences and courses)

To carry out this activity (mobility of PhD students) it is necessary to issue a statement by the tutor that the mission, conference or course is functional to the activities of the doctorate and the authorization to carry out the mission (the form is available on the website of the Department; the holder of the funds is the Coordinator of the Doctorate). The regulations of the missions of the University of Siena are available on the website

https://www.unisi.it/sites/default/files/albo_pretorio/allegati/REGOLAMENTO_MISSIONI_2020.pdf

Eligible expenses

Conference / course registration: the registration fee for conferences / competitions, documented with an invoice / receipt in the doctor's name, is refundable. A certificate of participation must be attached.

Board: the complete tax documentation of the restaurateur's name, the amount paid and the reason for payment are refundable. Receipts for businesses in which the function of food service provider does not appear in the header are non-refundable. The maximum amount repayable per day for food is Euro 44.26 (see also art. 8 of the mission regulations).

Accommodation: reimbursement takes place upon presentation of a regular contract, invoice or receipt of payment in the name of the student. Each fiscal document must indicate the number of nights, the number of guests and any meals.

Travel: The travel ticket from Siena, as the seat of the doctoral course, to the city of destination and to reach the place of business is refundable. Departures from different locations may be allowed upon prior declaration made pursuant to Presidential Decree 445/2000 which certifies the economic convenience for the University.

Air transport - Only the expense related to the use of the economy class is eligible. The use of the business class is permitted only for transcontinental flights of more than five hours. Documentation certifying the expenditure incurred must be produced:

- Original ticket showing the price paid o
- Electronic ticket showing the price paid o
- Original receipt from the travel agency certifying the expense.

The documentation must be accompanied by the original boarding coupons or those resulting from electronic registration (web check in) with the payment made attached.

Bus, ship and train - Expenses are refundable limited to 2nd class or economy class and, for journeys longer than seven hours, in double WL or double inside cabin. The expenses incurred in higher categories in which there is a documented economic advantage for the University are reserved.

Documentation certifying the expenditure incurred must be produced:

- Original ticket showing the price paid o
- Electronic ticket showing the price paid o
- Original receipt from the travel agency certifying the expense.

The cost of the bus, shuttle, shuttle from the point of arrival (station, airport, etc.) to the business location and back is refundable.

In the event of the need for urban travel, in order to reach the place of business, the costs of urban public transport are reimbursed, in relation to the period of stay. There is no refund for the use of taxis or their own vehicles or hired vehicles.

Own vehicle - The use of one's own vehicle is allowed only in particular conditions (economically more convenient than ordinary means of transport, the place of the mission is not served by rail, nor by other ordinary means of line or the timetable of public transport line is irreconcilable with the carrying out of the mission, a particular need for service or the need, documented or at least declared in detailed form, to quickly reach the place of the mission and / or return to headquarters

with urgency or the need to transport delicate, heavy materials or bulky, essential for carrying out the mission). In any case, the mileage reimbursement is not due, but the equivalent of the cost of return tickets of the most economically convenient ordinary vehicle in the time slot of the mission.

Other reimbursable expenses

- a) Registration - All documented expenses incurred for registering for congresses and conferences are reimbursable, including any membership fees to the organizing body
- b) Consular visas - The reimbursement of the entire amount of the costs for consular visas and brokerage costs is allowed.
- c) Vaccinations - The reimbursement of any expenses for compulsory vaccinations for the country of destination and carried out at the National Health Service is allowed.
- d) Health care - The health care of Italian citizens abroad for work is ensured by the Ministry of Health by Presidential Decree 618/1980 through specific agreements. Non-compulsory health care insurance policies are not eligible for reimbursement.
- e) Additional expenses - The reimbursement of expenses for handouts, brochures and printed matter aimed at communications at conventions, conferences, etc. is allowed.

Common recommendations and prescriptions

In case of impossibility of acquiring the receipt document or in case of loss of the same, it is possible to proceed with a substitutive declaration of certification drawn up in accordance with Presidential Decree 445/2000, to be used in place of the tax documentation, accompanied by proof of payment. Through the self-certification tool, the subject assumes responsibility for the expense as well as the fiscal validity of the document that it is unable to produce.

Tax documentation is strictly personal: payments made by third parties are not refundable. It is not possible to reimburse the use of one's own vehicle,

In the case of payments made in currencies other than the Euro, the daily exchange rate, at the start date, provided by the Bank of Italy website, valid for tax purposes in accordance with the provisions of current legislation, will be considered.

Research activity



The budget can be used, in addition to mobility, also for all other expenses that are functional to research activities within the doctorate. For the purchase it is necessary to present the necessary documentation for an order request (the scientific contact is the tutor, the holder of the funds is the coordinator; the forms are available on the website of the department <https://www.dsfta.unisi.it/it/department/internal-forms>).

Expenditure essential for research such as laboratory consumables, computer equipment and small equipment are eligible.

All material purchased under the budget for research activities will remain the property of the University.