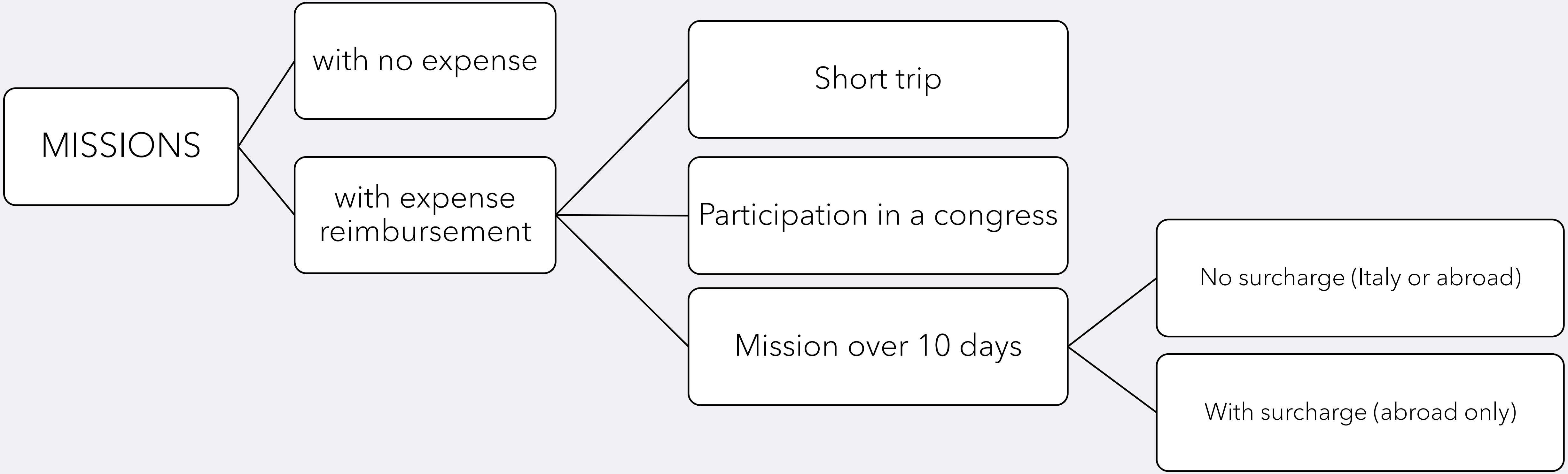
Mission Handbook

VETERINARY SCIENCES DEPARTMENT – UNIVERSITY OF PISA


MISSIONS
with no expense
with expense reimbursement
Short trip
Participation in a congress
Mission over 10 days
No surcharge (Italy or abroad)
With surcharge (abroad only)

Missions with no expenses

Submit a request using the appropriate form at the following link:

https://su.unipi.it/UsciteTerritorio

- In this case, the mission can take place anywhere within the national territory. Insurance coverage will be provided, but it will not be possible to request reimbursement.
- Note: Missions that take place within the municipality of Pisa never provide expense reimbursement.

Missions that occur within the municipality of residence are not considered missions.

Mission with expense reimbursement

Before submitting a mission request, it is necessary to obtain authorization for the mission using the form **"Dichiarazione Supervisore per autorizzazione missione"**, which can be downloaded at the following link:

https://dottorato.vet.unipi.it/procedure-amministrative/

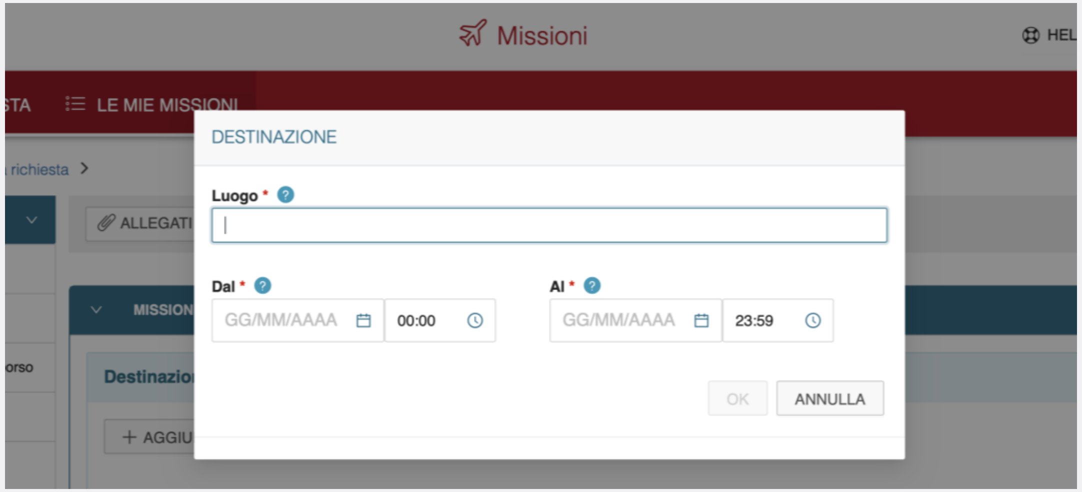
This form must be completed, converted into a PDF file, and digitally signed by the supervisor. Then, it must be sent by email to the PhD Coordinator, with the PhD Office (dottorato@vet.unipi.it) copied in cc. The Coordinator will send it back to the PhD student, who will attach it to the mission request submitted through the U-WEB portal.

https://unipi.u-web.cineca.it/appautmis/

Mission request

On the U-Web portal, select **«+ NUOVA RICHIESTA»** to create a new mission.

Enter the destination and the expected time for the mission, then click «OK»



Mission request

- The place of departure for missions must always be **Pisa (place of work/service)**.
- A different place of departure from the place of service may be indicated only if the **economic convenience** can be demonstrated. This must be specified in the **"Notes"** section of the mission request and demonstrated through an attached document*.

* In the case of a private vehicle, attach Google Maps screenshots of the two routes; in the case of public transport, attach the cost estimates

Mission request: use of the 10% scholarship funds

In **“Tipo richiesta”** select **“FPROG – Fondi di progetto”**.

In **“Responsabile progetto”** select **“FRANCESCO DI IACOVO”** (PhD coordinator).

Then indicate the reason for the mission and any notes (e.g., the reason for using a private vehicle, if participation in a congress/course/seminar was paid with an order voucher, or if an additional allowance was requested).

Note: The “**progetto**” field must **not** be filled in by the PhD student; it should be completed by the fund manager.

Mission request: use of research project funds

To use the funds of a project, the PhD student must first be included in the project. The request form for inclusion can be downloaded at the following link:

https://dottorato.vet.unipi.it/procedure-amministrative/

The request must be completed and signed by the **scientific manager** of the project fund to be used and then sent to P**hD coordinator**.

At this point, in the mission request, under **"Tipo richiesta"** you must select **"FPROG – Fondi di progetto"** and indicate as **"Responsabile progetto"** the fund manager, who will then select the project and approve the request.

Mission request: contact person

- Mission expenses can be charged to:
- PhD funds (10% of the scholarship, with PhD coordinator as the responsible person).
- Research project funds (only if you have been formally included in the project by the scientific manager).

For information and questions, please send an email to missioni@vet.unipi.it

Use of extraordinary means

It is possible to use a private vehicle (considered an extraordinary means of transport) and receive reimbursement **only if one of the following conditions is met**:

1. The destination cannot be reached by ordinary means (train, plane, bus, or other public transport).
2. There is a need to transport bulky materials (e.g., posters, equipment, machinery).
3. Transportation of multiple people (when it is more economical than using ordinary transport).

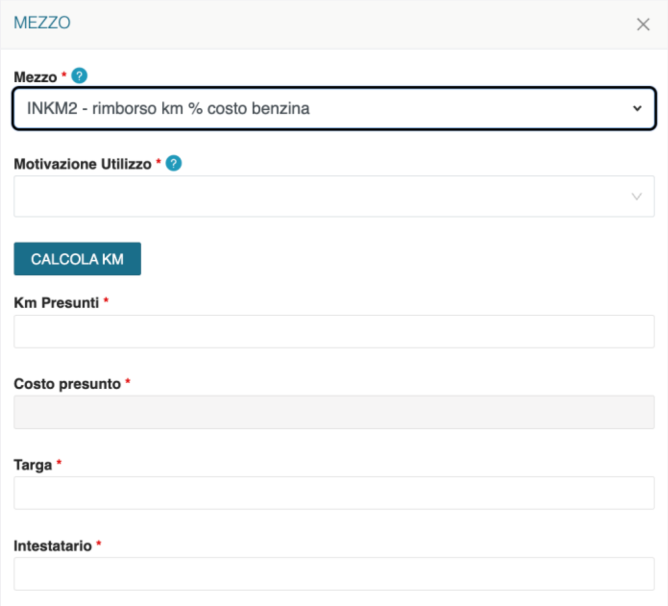
A specific form must be completed and attached to the mission request. The file can be downloaded at the following link:

https://dottorato.vet.unipi.it/procedure-amministrative/

Use of extraordinary means

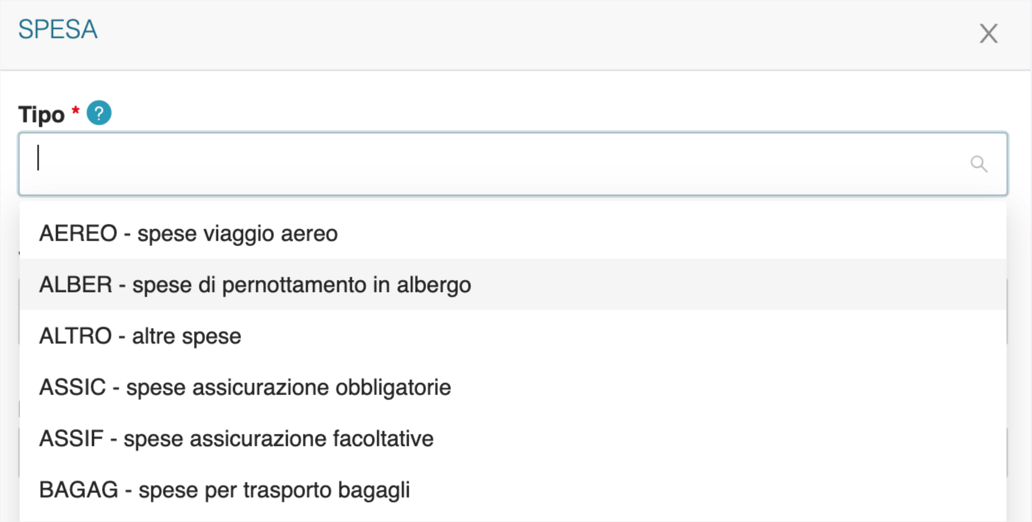
Expenses for using a private vehicle must be entered under **“mezzi straordinari”**:

1. Select **“INKM2-rimborso km % costi benzina”**
2. Enter the reason for use
3. Click **“CALCOLA KM”** to calculate the estimated kilometers
4. Fill in the **“Targa”** and **“Intestatario”** fields



Mission request: entering estimated expenses

- In the **"spese a preventivo"** section, you should add the expenses you expect to incur for transport, meals, accommodation, tolls (if extraordinary means are used), etc.
- Each expense has its corresponding item in the dropdown menu.



Mission request: meal and accommodation expenses

Correct procedure for entering expense items in the mission authorization request in case of:

1. Insertion of expenses for "vitto":
   Enter the estimated cost of meals (item "PASTG") divided by the days of the mission (e.g., total meal cost day 1 – total meal cost day 2 – etc.), taking into account daily limits.

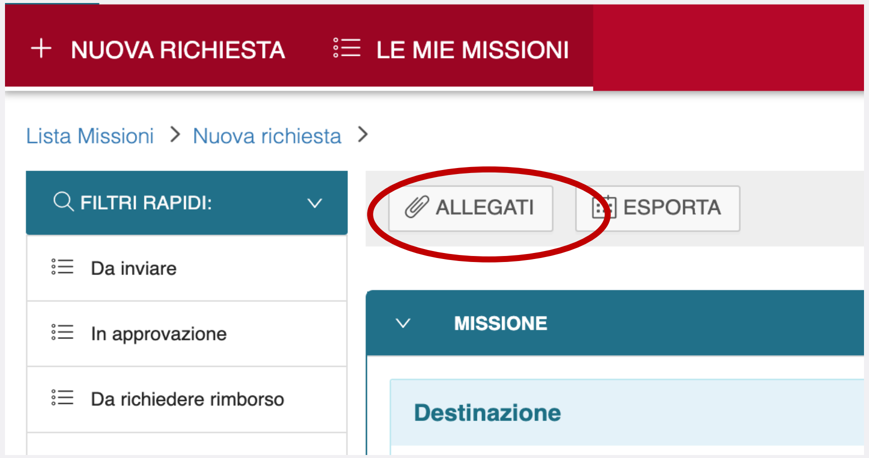
2. Insertion of expenses for "alloggio":
   Enter the total cost of accommodation (even if incurred at different facilities) under item "ALBER."
   If a tourist tax is present, it should be entered separately under "SOGG.", apart from the accommodation cost.

3. Insertion of expenses for "trasporto":
   Enter the estimated cost of transport, divided by type of transport (e.g., total train expenses "TRENO"; total flight expenses "AEREO"; total subway expenses "METRO", etc.).

Mission request: attachment upload

WARNING!

Before clicking "save and submit," make sure you have attached everything required to the request (**supervisor authorization, any request to use your own vehicle, etc.**).



Once submitted, the following message will be displayed:

Participation in conferences/workshops/courses

The first thing to do is to submit the mission request as described in slide 4.

In the mission request on the portal, it is necessary to attach, in addition to the authorization from your supervising professor and the PhD Coordinator (through the specific form previously described), also the poster/program/acceptance email of the abstract for the conference/workshop/course you intend to attend.

Participation in conferences/workshops/courses

The purchase of the registration fee for a conference/workshop/course must be carried out by completing the appropriate **Modulo quota iscrizione a convegno**, downloadable at the following link:

https://vet.unipi.it/wp-content/uploads/2026/04/MODULO-RICHIESTA-ISCRIZIONE-CONVEGNO-2026.xlsx

This document must be sent to the Purchasing Office (acquisti@vet.unipi.it), including in the body of the email the information about the conference/seminar/course and the deadline for registration/payment.

The Purchasing Office will reply to provide guidance on the best procedure to follow, possibly suggesting an in-person or online appointment to complete the registration and payment together.

N.B. Simultaneously with this procedure, it is necessary to open the mission on U-web.

Warning: administrative procedures for payments may take several days, so it is very important not to leave everything until the last minute!

Participation in conferences/workshops/courses

The entry of estimated expenses is carried out as described in the previous slides.

WARNING!

Before clicking "save and submit," make sure you have attached to the mission the signed supervisor authorization in PDF format, as well as the poster/program/abstract acceptance email for the conference/workshop/course.

Mission over 10 days (Italy or abroad)

Before creating the mission on the portal, it is necessary to obtain the following documents:

1. The authorization to carry out the mission (see slide 4)
2. The request for the "nullaosta" (clearance) from the Academic Board of the PhD Program in Veterinary Sciences, signed by the doctoral student and sent via email to the PhD Coordinator, with the Teaching Unit in CC (dottorato@vet.unipi.it). The form can be downloaded at the following link:

https://dottorato.vet.unipi.it/procedure-amministrative/

Consult the University webpage https://dottorato.unipi.it/index.php/it/dottorandi.html to check for any calls for applications regarding additional MOBILITY GRANTS FOR PHD RESEARCH PERIODS ABROAD

Mission over 10 days

- A mission must be created on the U-web portal following the same procedures for a mission with expense reimbursement described so far.
- Please remember that missions cover <u>all expenses</u> (travel, meals, and accommodation).
- Send an email to missioni@vet.unipi.it to receive instructions on how to properly complete the mission request.
- Please note that the grant increase cannot be requested for assignments carried out in Italy.

Mission over 10 days

If the mission lasts more than 240 days: you must create TWO missions on the U-web portal:

- ONE for the day of departure (specify the actual total duration of the mission in the notes)
- THE OTHER for the day of return (to be entered before coming back) including all reimbursable expenses incurred during the trip (PASTG, SOGG, etc.)

If the mission lasts less than 240 days: it is possible to create a SINGLE mission for the entire duration of the period abroad (reimbursement will therefore take place at the end of the mission)

Mission over 10 days (with surcharges)

WHAT IS THE GRANT INCREASE? WHEN CAN IT BE REQUESTED?

In the event of a stay abroad, the scholarship amount is **increased by 50%** in proportion to the days actually spent at the host institution.

A period abroad is defined as a stay of **at least 15 days**, which does not necessarily have to be continuous; the maximum period for which the increase can be obtained is **12 months** (18 months for PhD programs in association with the entities referred to in Art. 3, paragraph 2 of the University Regulations on Research Doctorates and in the case of cotutelle agreements).

For more information, please visit the link:

https://dottorato.unipi.it/index.php/it/dottorandi/item/61.html

Mission over 10 days (with surcharges)

HOW TO REQUEST THE GRANT INCREASE?

<u>Before departure</u>

The doctoral student must open a ticket via the Virtual Desk at the following link:

https://sportellovirtuale.unipi.it/

in order to submit the Coordinator's emergency decree, which will be sent to the doctoral student via email

Mission over 10 days (with surcharges)

Upon returning from the mission

After returning to Italy, the doctoral student must open a ticket via the Virtual Desk (Sportello Virtuale) to submit the following documentation (as a single PDF file):

1. MAG form to request the increase of the scholarship, which can be downloaded at the bottom of the page at this link: https://dottorato.unipi.it/index.php/it/dottorandi/item/61.html
2. A certificate, issued on official letterhead and duly completed and signed by the supervisor of the host institution where the research activity was conducted, including the exact dates of the stay (start and end dates) and the activities carried out

Mission over 10 days

If you intend to participate in a congress/conference/course during the mission (always via purchase order), you must open a new mission specifically for the congress itself (adding a reference to the primary mission in the notes).

Important: it is not possible to have two missions open simultaneously; therefore, if the primary mission covers the entire period, it must be interrupted and then reopened afterward.

Return from missions with expense reimbursement

Upon returning from a mission involving expense reimbursement, regardless of the type (short trip, conference attendance, or abroad), it is necessary to confirm that the mission was carried out.

In the case of a mission abroad with a daily allowance increase, the outbound journey can be marked as "completed" as soon as the doctoral student arrives at the foreign destination, thereby allowing for the submission of the reimbursement request for outbound travel expenses.

Even if the mission was **not** carried out, this must still be indicated.

Once you have confirmed that the mission was completed, the system will ask you to provide the actual dates and times for the start and end of the mission.

Return from missions with expense reimbursement

<u>MANDATORY CLARIFICATION:</u>

In accordance with Art. 9 of the Regulations for off-site missions, the reimbursement request must be accompanied by:

- A fiscally valid document
- Proof of payment for mission expenses (excluding travel by scheduled public transport*) using traceable methods.

** Scheduled public transport is defined as "means of transport with a predefined schedule of routes and times. E.g., trains, metro, scheduled buses, planes". Taxis, rental cars, or chauffeur-driven vehicles (NCC) do not fall into the category of scheduled public transport.*

Return from missions with expense reimbursement

Before proceeding with your reimbursement request, it is **strongly** recommended to schedule an appointment with the Travel Office (missioni@vet.unipi.it) to review the documentation together before uploading it to the portal.

Return from missions with expense reimbursement

- At this point, you can proceed with the reimbursement request by entering the expenses actually incurred as a final balance.

- Add each expense item individually, or click on "copia spese a preventivo" and then modify them if the actual costs incurred differ from the estimated ones.

Return from missions with expense reimbursement

Important things to remember:

- IN ITALY: all expenses, to be reimbursed, must have a fiscally valid receipt or invoice and be paid using a traceable method (NO CASH).
- ABROAD: all expenses, to be reimbursed, must have a fiscally valid receipt or invoice, but it is not necessary to pay with a traceable method (payment by card or cash is permitted).
- If abroad, enter the expenses in the local currency (for example: if in £, enter the amount in £; the software will automatically perform the conversion).
- Cumulative receipts (e.g., group meals) are no longer accepted for reimbursement.
- The **PASTS** entry must only be used if the mission lasts less than 8 hours. The **PASTG** entry must be used whenever the mission exceeds 8 hours; you must enter the total sum of all meals consumed for each individual day, attaching all relevant receipts.
- For the reimbursement of flights, in addition to the invoice, you must always attach the **boarding passes**; otherwise, the expense cannot be reimbursed.

Return from missions with expense reimbursement

If you choose to fly with **RYANAIR**, you must obtain a tax receipt for reimbursement purposes by following these steps:

1. Sign up/log in to MYRYANAIR;
2. Proceed with the booking (departure/return cities, dates, and times) entering your personal details, **INCLUDING YOUR EMAIL ADDRESS**;
3. Complete the payment WITHOUT selecting the "request invoice" flag;
4. Check in for both flights within the MYRYANAIR section;
5. Shortly after (usually within 1 hour), the payment receipt required for reimbursement will be sent to the **email address provided during booking.**

N.B. If the tax receipt is not sent automatically, you can contact Ryanair via their virtual assistant to request an invoice. **Note:** when requesting the receipt, you must enter all your personal details to ensure the reimbursement is valid.

The following documents are required for the reimbursement process: the **receipt**, the **booking confirmation** (showing the flight routes), and all boarding passes.

N.B. EVEN IF THE FLIGHT WAS PAID FOR VIA A PURCHASE ORDER (BUONO D'ORDINE), YOU MUST STILL UPLOAD YOUR BOARDING PASSES TO THE PORTAL WHEN SUBMITTING YOUR REIMBURSEMENT REQUEST.

RYANAIR
LOW COST SENZA PENSIERI.

Rif. Prenotazione: ZWIMSF
N. Ricevuta: 1062288818
Versione: Originale

A: Dati personali

Da: Ryanair DAC, MI Piazza Della Repubblica, 24 Milano, Italy
IVA: IT08060470963

Data transazione: 03 feb 2025
Tipo di pagamento: Elettronico
Data di rilascio: 03 feb 2025
Valuta di prenotazione: EUR
Importo Pagato: 93,78 EUR

Ryanair DAC (Company No. 104547). Registered in the Republic of Ireland

RYANAIR ©2025 Ryanair DAC Termini e condizioni Informativa sulla privacy Contatti

Return from missions with expense reimbursement

Key points to remember:

- Accommodation: Attach invoices or receipts issued to you personally. The provider's info (name, address, and VAT/tax ID) must be clearly visible.
- Cost Breakdown: For hotel expenses (ALBER), separate the city tax and enter it under the SOGG category.
- Multiple Stays: If your trip involves multiple hotels, combine the costs into a single entry for ALBER and a single entry for SOGG. Note in the comments that this is a total from multiple locations.

Return from missions with expense reimbursement

Sharing hotel rooms or other types of accommodation (New Circular prot. 35611 dated 17/3 by the Director General)

For accommodation expenses booked through online portals (e.g., Booking, Airbnb, etc.), it is always mandatory that the payment–which must be traceable–is accompanied by an invoice or a commercial document. This document must be issued to the individual (no cumulative invoices) by the service provider, for whom the platforms act as intermediaries.

Booking, in fact, acts as an intermediary and does not handle the fiscal aspect of the transaction. It is the responsibility of the individual who made the booking and payment to provide the invoice or fiscal receipt.

In the absence of an invoice or fiscal receipt, the expense will not be reimbursed!

Return from missions with expense reimbursement

- If the invoice amount exceeds the available budget of the fund, it is possible to request a partial reimbursement up to the full amount available in the fund.
- Example: for an invoice of €400, with €300 available in the fund, it is possible to request reimbursement of €300 while still uploading the full €400 invoice.
- The remaining amount may eventually be covered through another research fund, provided that the applicant has previously been included in the corresponding research project.

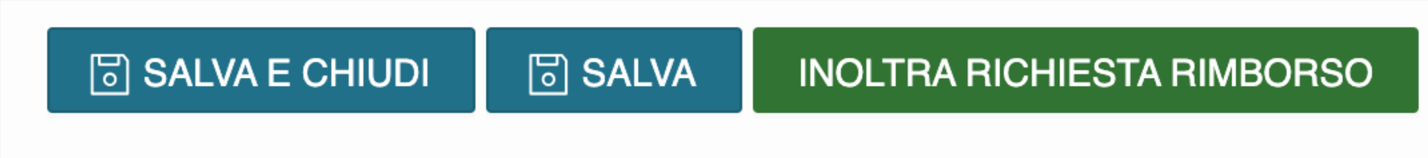
Return from missions with expense reimbursement

For more information about the U-web portal and expense categories, visit:

https://start.unipi.it/missioni-fuori-sede/

Return from missions with expense reimbursement

- The items related to each expense must be entered on the U-Web portal, and the fiscal receipts/receipts must be submitted in original form to the Didactic Unit Office to Ms. Antonella Chicca, by appointment (antonella.chicca@unipi.it).
- In case of participation in a Conference/Workshop/Course, please attach the certificate of participation to the reimbursement request.
- At this point, you can proceed with "inoltra richiesta rimborso".



Purchases

- Download the appropriate form at the following link: https://vet.unipi.it/wp-content/uploads/2026/05/MODULO-RICHIESTA-DI-ACQUISTO-2026.xlsx. The file must be completed in full. It requires the company's details (name, address, tax code, phone number and email), the reason for the purchase (which may be brief but must be specified), the material specifications and price (the sheet already includes VAT calculation at 22%), the funding sources that will cover the expense, and the signature of the fund manager.
- The form must then be sent to the Purchasing Office (acquisti@vet.unipi.it) together with at least two quotations. In general, you should choose the most economically advantageous offer, which is not always the cheapest, but the one best suited to your research project; it is important to include a coherent justification for your choice in the email. In the case of tangible assets sold exclusively by a single company, it is necessary to submit a Certificate of Proprietary Existence (which certifies the impossibility of providing two competing quotes).
- Please note that from the moment the purchase request is submitted, it may take between 7 and 30 days for the purchase to be completed due to various administrative procedures, which can vary depending on the supplier and the nature of the funds. Therefore, careful planning of research activities is essential, and things should never be left to the last minute.

If, after reading the guidelines, you still have any doubts, please send an email to request information or to schedule an appointment at:

- missioni@vet.unipi.it for travel requests (contact person Antonella Chicca and Ilaria Cipollini)
- acquisti@vet.unipi.it for purchases