

U_WEB Missioni

Authorization Mission Instructions:

1) Travels using Phd personal funds (10% budget for training activities)

Before travelling (no less than 2 weeks before planned travel time)

- Go to <https://unige.u-web.cineca.it/appautmis> and log in using your UNIGE credentials¹
- Please check the following link for the correct procedure to insert the mission request

https://unige.u-web.cineca.it/appautmis/resources/Manual_U_WEB_AUTMIS_Request_en.pdf

https://unige.u-web.cineca.it/appautmis/resources/Manuale_U_WEB_AUTMIS_Richiesta.pdf

Once you have logged in, click on the “new mission” tab and fill in the form as show below:

The screenshot shows the 'Destination' section of the mission request form. It includes a table with one entry: 'Roma, Italia' from '28/11/2019 00:00' to '29/11/2019 23:59'. Below the table are several form fields with red arrows pointing to them and red text instructions:

- Title:** Please select the title: DR (Arrow points to the dropdown menu)
- Head of Project:** Please fill in Giorgio Cannata or Giorgio Delzanno (Arrow points to the text input field)
- Type of Request:** Please select: FRIC (Arrow points to the dropdown menu)
- Regulation:** Please select: TES (Arrow points to the dropdown menu)
- Notes:** Please fill in: 10% specifying the Phd Course (BIOROB or CSSE) and the number of the cycle (Arrow points to the text input field)

Other fields include: Start location, Project, Paying structure, Method (List of expenses incurred), and a checkbox for 'Mission without expenses'. At the bottom, there are two expandable sections: 'SPECIAL MEANS' and 'EXPENSES WITH ESTIMATE'.

The Department Administration will activate the procedures to authorize your travel/mission. We warmly recommend PhD students to read carefully the University rules for travels and reimbursements reported ad this link:

<https://unige.it/sites/contenti.unige.it/files/imported/regolamenti/finanza/documents/DR4530-RegolamentoMissioniUnige.pdf>

¹ In case of technical problems, send an e-mail to roberta.usari@unige.it or roberta.fraguglia@unige.it

Phd students can travel using only the following means of transportation:

1. Train, plane, suburban bus (e.g. FlixBus), and all public urban transportations.
2. Taxi: only for transfers from and to airports-/train stations/hotel/conference or meeting venue).

If you leave from an airports other than Genova you have to show that this option is cheaper. When you book the flight, you must print from web the flight offers from Genoa airport and your selected airport. The printout must be attached to the documentation at the time of the refund request.

You are authorized to leave from Genova one day before the beginning of the event to attend and to come back one day after the end (two days before/after if the destination is out of Europe for technical reasons, for example time zone, flights stop...). If you leave more days before and come back more days after, you have to demonstrate that this option is not more expensive than a travel in the right days

The Department can directly pay the registration to conference/workshop or Winter/summer schools when the bank transfer is available as method of payment. It is exceptionally possible to ask an advance payment of the possible expenditures for the mission when the quote is equal or higher than € 250,00. For missions an anticipation of the 75% of the all expenses is possible (follow the instructions in the Manual).

The PhD student has to pay in advance all of the expenses and collect all the original receipts (train/flight tickets, meals, public transportation, certificate of attendance) therefore when you will come back you have to deliver the original receipts to the Department Administration, Villa Bonino Viale Causa 13, 1st floor **Monday 2.00-4.00 p.m.; Tuesday 9.00- 11.00 a.m. and Friday 10.00-12.00 a.m.**

In case your travel is reimbursed by other institution, since you are UNIGE Phd students you have to be authorized by UNIGE. The procedure is the same as above. When you came back you have to close the procedure with the option “mission done without expenditures”.

2) Travels using other funds (projects, research...)

In this case, the procedure is a bit different. Please write an email to the contact persons.

CONTACT PERSONS Roberta Usari (roberta.usari@unige.it) and Roberta Fraguglia (roberta.fraguglia@unige.it).