

OFF- SITE ACTIVITY: AUTHORISATION AND FUNDING REQUEST

BEFORE DEPARTURE (AT LEAST 30 DAYS IN ADVANCE)

The student may apply for authorisation and financial support to carry out off-site study and/or research activities, through the application form.

Da Protocollo (SDA-MOB) 

Richiesta autorizzazione e contributi
per attività di studio e ricerca fuori sede

Da inviare almeno 30 giorni prima dell'inizio previsto per l'attività.
Compilare il modulo con un text editor e infine salvarlo in .pdf

| 1. RICHIEDENTE | | | |
|---|--|-------------|--|
| Nome e cognome | | Corso | <input type="checkbox"/> Ordinario <input type="checkbox"/> Perfezionamento |
| Disciplina | | Anno | <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Argomento della tesi | <i>(Obbligatorio per allievi ordinari del IV e V anno e perfezionandi)</i> | | |
| 2. ATTIVITÀ FUORI SEDE | | | |
| Descrizione dell'attività e motivazione | | | |
| Destinazione | | | |
| Periodo | dal | ___/___/___ | al |
| Contributi esterni | <i>(Descrivere eventuali benefici o contributi economici concessi da enti esterni)</i> | | |
| Altri contributi SNS | <i>(Descrivere eventuali altri contributi concessi dalla Scuola nell'AA in corso)</i> | | |
| 3. PREVENTIVO SINTETICO DI SPESA (IN €) | | | |
| Dettaglio spese previste | Tipologia | Importo | Descrizione/Note |
| | Viaggio | | |
| | Vitto | | |
| | Alloggio | | |
| | Altro (specificare) | | |
| Totale contributo richiesto | | | |
| 4. ALLEGATI | | | |
| A conclusione dell'attività l'allievo si impegna a presentare una breve relazione sull'attività svolta e la documentazione originale e fiscalmente valida relativa alle spese sostenute. Si allega la seguente documentazione a giustificazione della presente richiesta: <ul style="list-style-type: none"> • Approvazione del docente SNS di riferimento • ... | | | |

The form must provide all relevant information to the bodies empowered to authorise the activities and define the contribution. Additional documentation describing in detail the activity (e.g.: external training programmes that a student wishes to attend, presentation of host organisation, etc.) may be attached to the form.

The activity must be authorised by the SNS Coordinator.

The application must be submitted at least 30 days before the beginning of the activities. In case of clearly motivated impossibility to submit the request within the deadline, the competent offices may activate an urgency procedure, subject to the availability of the competent bodies granting the authorisation. At the end of the urgency procedure, the authorisation to

carry out the activity may be granted, but the requested contribution may not be guaranteed, as it needs to receive the approval of the competent bodies within the regular timeframes.

Students are required to adhere to our online procedure by filling the application form available on our website, saving it as a .pdf document, and sending it within the deadline and together with an authorisation email by the SNS Coordinator (also in .pdf) to the address protocollo@sns.it.

AT THE END OF THE ACTIVITY (WITHIN 30 DAYS AFTER THE RETURN)

At the end of the activity, the student requesting a refund of expenses against receipts/invoices must deliver the following within 30 days from the end of the activity:

1. The report on the activity and the request for reimbursement. For this purpose, please use the Excel form provided. It consists of two sheets: one contains the request and report, the other one the list of supporting documentation or expenditures. Please note that this form must be signed by the applicant and by the SNS Coordinator for acknowledgment;

case of long journeys. Any additional days will be considered only in relation to the length of the journey or in case of documented affordability or documented lack of flights on the dates set.

The costs incurred in foreign currency shall be refunded at the exchange rate prevailing at the time of reimbursement.

Only the expenses related to the applicant can be refunded. If a receipt refers to the expenses incurred by several students, only one will submit the original document and apply for the refund of her/his share, while others will request the payment of their shares by submitting a copy of the receipt and clearly indicating the name of the colleague who presented the original.

TRAVEL EXPENSES

Travel expenses are refundable if the place of departure is the seat of the SNS, or other locations where the student may be for other off-site activities duly authorized, or the residence of the student, if more cost-effective.

Economy class air tickets, second class train tickets (or upper class train tickets if the person proves that there is no additional cost compared to the second class) and local transport fares, even in the form of a pass, are refundable. Only in cases of absence of alternative means documented by the applicant, the SNS may reimburse taxi or personal vehicle expenses. In the latter case, prior authorization must be requested through the appropriate form.

Reimbursement of travel costs is made upon submission of the ticket and, in the case of air travel, also of the boarding pass. Travel documents issued in electronic format according to common business practices (electronic ticket, electronic boarding pass, etc.) are equivalent to the original.

In the case of travel tickets that do not show the amount paid (for example, inclusive tour rates), the invoice or receipt of the travel agency that issued the ticket must be enclosed, with details of all the services included in the price paid.

As for taxi costs, in the absence of a receipt, the proof of expenditure must contain in any case the date, the vehicle identity code, the indication of the route, the amount paid and must be signed by the taxi driver.

COST OF ACCOMMODATION

Hotel expenses are refundable up to a maximum established by the competent Refund Committee case by case. Extra charges (e.g. telephone, minibar, special hotel services) will not be refunded. For long stays and if anyway more cost-effective, an apartment, boarding school or residence rental expense is eligible for reimbursement, as long as documented by valid receipts. Housing costs may include, in addition to accommodation, breakfast, half board and full board. In these cases, the expenditure limits for meals are consequently reduced.



MEALS EXPENSES

Breakfast, lunch and dinner throughout the day are refundable up to a maximum established by the competent Refund Committee, also taking into account the possible availability of a kitchen. This limit is halved in the days when the period of activity lasts less than eight hours.

Supermarkets receipts are eligible for reimbursement provided that any costs relating to products not clearly recognizable as food are clearly separated out and relate only to expenses incurred by the applicant.

Gratuities, whether they are clearly shown only in a credit card receipt or explicitly indicated by a sales receipt, cannot be refunded.

OTHER EXPENSES

If approved in advance and regularly documented, specific expenses closely related to the off-site activity may also be reimbursed: both registration fees for training activities or seminars and expenses for access to cultural institutions or events which are the subject of the off-site activity fall into this type of expenditures.