


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.

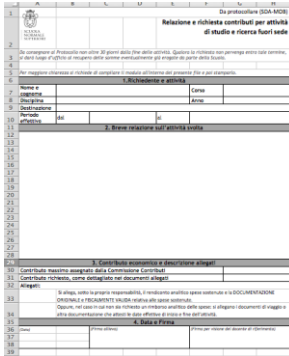
Students are required to adhere to our online procedure by filling the application form available on our website, saving it as a .pdf document, and sending it within the deadline and together with an authorisation email by the SNS Coordinator (also in .pdf) to the address protocollo@sns.it.

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;

- The originals of all supporting documents having fiscal validity neatly stapled on A4 sheets. Any document not included in the provided Excel sheet will not be considered.



ELENCO DEI GIUSTIFICATIVI DI CUI SI RICHIEDE IL RIMBORSO

Descrizione	Importo	Importo	Importo	Importo	Importo	Importo	Importo
...
TOTALE



DESCRIPTION1

DESCRIZIONE1	10.00
DESCRIZIONE2	8.00
DESCRIZIONE3	13.00
TOTALE	31.00
TOTALE I.	56.152
CASSA	30.00
RESTO	1.00

zu zahlen 11,12

...
NETTO	10,30	Brutto	11,12
7 %	0,72		
19 %	0,10		
NETTO	10,30		

GUIDELINES FOR THE REIMBURSEMENT OF OFF-SITE ACTIVITIES

At the end of the activity, students are required to submit the request for reimbursement of expenses. Even in the case of request for reimbursement of the only flat-rate contribution which may have been granted (e.g.: mobility grant), students are required to submit travel documents or other documentation showing the actual dates of start and end of the activity. If the reimbursement request is not received by the competent SNS office within 30 days after the end of the activity, the amounts already paid will be recovered.

The refund against receipts/invoices is done solely for expenses authorised in advance and only upon submission of the original documentation, in accordance with the reimbursement practices commonly followed by the SNS, as provided for in these guidelines.

DOCUMENTATION OF EXPENDITURES

The documentation of expenses must be original and must allow to identify the recipient of the amount, the date, the amount paid and the purpose of the expenditure. The documentation must also be fiscally valid and can consist of invoices or receipts.

Incomplete or illegible documents will not be considered.

If the original documentation is in a foreign language other than English, French, Spanish, or German, the applicant must submit under her/his responsibility a note in Italian specifying the expenditures for which reimbursement is sought.

The submission of the original documentation is not required if it is stolen or lost, in which case it must result from a report to the competent authorities.

The reimbursement of expenses is based on the criterion of coincidence with the period of authorised activity, plus the day before the start and the day following the end of the activity, in

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.