In any case, the reimbursement cannot exceed the maximum contribution granted.

Other funding sources are available through the SNS network (Erasmus, Exchange students programme, Fondo Giovani and other mobility funds), students should check them before asking funding to the Mobility Committee: [https://www.sns.it/en/mobility-and-internationalization/off-site-opportunities](https://www.sns.it/en/mobility-and-internationalization/off-site-opportunities).

**In case on renunciation**

Students may renounce to an activity within 3 months after the authorization has been granted by the Committee: in this case, costs incurred by students are not refundable. Renouncing becomes an obligation if the Committee authorizes the funding for participation in a conference and the student still does not have any information on whether the paper has been accepted.

Students are requested to inform the offices (didattica.firenze.sns.it), before the scheduled departure, about their renunciation.

**At the end of the activity (within 30 days after the return)**

At the end of the activity, students are required to submit through Ser.se both the activity report (duly signed) and the request for reimbursement of expenses. In case the increase of the scholarship covers all the expenses, students are still required to submit the reimbursement request form and 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 only for expenses authorized in advance and only upon submission of the original documentation (if any), in accordance with the reimbursement practices commonly followed by the SNS, as provided for in these guidelines.

Hence, the student requesting a refund of expenses against receipts/invoices must:

1. Submit the activity report and the reimbursement request through Ser.se. There is not a specific format for the activity report but it is important that the applicant signs it;
2. Deliver to the Secretariat the originals of all supporting documents having fiscal validity neatly **stapled on A4 sheets and divided by date and type of expense**.