

AT THE END OF THE ACTIVITY

At the end of the activity, (within 30 days after their return), students are required to submit a report on the activity and the request for reimbursement of expenses through the Ser.Se Platform.

The analytical reimbursement of expenses against receipts/invoices is done exclusively for expenses authorized in advance and only upon submission of the original documentation according to the reimbursement practices commonly used by the SNS, as provided for in these guidelines.

In case of expenses incurred in foreign currency, the Mobility Office will apply the exchange rate of Banca d'Italia on the day of actual purchase. When the duration of the off-site stay exceeds five days, the average rate between the first and last day will be applied.

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

In the event that, to finance the activity, the increase in the scholarship (for PhDs) has been granted it will be sufficient to submit, in addition to the scientific report, the travel documents or other documentation certifying the actual start dates and end of the activity for the calculation of the actual amount of the increase due.

If the approved grant includes a part to be paid in addition to the scholarship and a part as an analytical contribution, for the reimbursement of the latter it is necessary to submit the fiscally valid documents relating to the authorized expenses.

(In any case, it is always advisable to keep the documents of the expenses incurred during off-site stays).

In case of renunciation, or of variation in the departure and return dates, students are required to inform the Mobility Office before their scheduled departure date.

Documentation of expenditure

The documentation of expenses must be original and enable the clear identification of 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.

All expense receipts must be stapled neatly on A4 sheets: incomplete or illegible documents because torn, discoloured or stained will not be taken into consideration.

If the original documentation is in a foreign language, the applicant must submit under her/his own responsibility a note specifying in Italian the expenditures to be reimbursed.

Credit card receipts not having fiscal validity must be accompanied by the relevant receipt or invoice containing the details of the purchase.

If the original documentation has been stolen or lost, proof thereof must entail a specific report submitted to the police or other competent authorities.

The reimbursement of expenses is based on the criterion of correspondence with the period of the authorized activity.

Only the expenses related to the applicant can be refunded. If a receipt refers to expenses incurred by several students, only one of them can submit the original document and apply for the refund of his or her share; the others must request payment for 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 when departure is from the premises of the SNS, or other location where the student may be for other duly authorized off-site activities, or the student's residence, if cheaper. In the latter case (place of residence), the lower cost must be shown, at the time of reimbursement, through a screenshot simulating the purchase of the round trip from the premises of the SNS; in any case it will not be possible to reimburse more than the cost of the round trip from the venue.

Economy class air tickets, second class train tickets (or higher class train tickets if it is shown that there are no additional costs compared to second class) and local transport fares, including those in the form of a season ticket, are refundable. Only in the absence of alternative means of by the applicant, will the SNS reimburse:

- taxi costs to and from the transport, documented airport or station only if there are no alternative connections (because of the timetable and / or strike, etc.);

- taxi costs for suburban routes, only on justified request and authorized by the commission;

- the applicant's own means of transport or a vehicle legitimately available to the applicant, only on justified request and authorized by the commission;

The vehicle must be covered by all mandatory insurance, and in any case the SNS is relieved of any liability relating to its use (*the prior authorization for the use of extraordinary means of transport must meet one or more of the conditions set out in Article 6, paragraph 4 of the "Regolamento per le missioni fuori sede" [The Regulations for off-site missions]*).

Travel expenses are reimbursed upon submission of the ticket and, in the case of air travel, also of the boarding pass. Travel documentation issued in virtual form according to common commercial practices (electronic ticket, electronic boarding pass etc.) is equivalent to the original. It is not possible to refund airline tickets without boarding passes: if these have been lost, you need to contact the airline and request the "Flight Certificate" ("Attestazione del volato").

In the case of travel tickets that do not show the amount paid (e.g: tour rates included), an invoice or receipt from the travel agency that issued the ticket must be attached, indicating all the services included in the price paid.

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

COSTS OF ACCOMMODATION

Hotel accommodation expenses are refundable up to a maximum limit established each time by the mobility Commissions. Any supplements are excluded (e.g. telephone, fridge, special hotel services). Housing costs may include, in addition to accommodation, breakfast, half board and full board: in these cases the spending limits for meals are consequently reduced.

For long-term and in anyway cheaper stays, the rental costs of an apartment, boarding school or student residence are refundable provided they are documented by a regular tax receipt.

In the case of room rental in private homes, a letter signed by a private citizen on plain paper is not a fiscally valid document; a lease contract is allowed as long as it clearly identifies both the lessor and the lessee, indicating the length of stay and the cost.

MEALS EXPENSES

A daily amount limit is established by the Mobility Commissions for the reimbursement of food expenses (breakfast, lunch and dinner), also taking into account the possible availability of a kitchen in the accommodation. This limit is halved if the day's activity lasts less than eight hours.

Supermarket receipts are refundable, provided that any expenses related to products not recognizable as food are clearly removed and they refer only to the expenses incurred by the applicant.

Tips cannot be refunded.

OTHER EXPENSES

If approved in advance and regularly documented, specific expenses strictly related to off-site activities may also be reimbursed; this type may include:

- registration fees for training or seminars;
- the costs of access to cultural institutions or events which are the subject of the off-site activity;
- costs for printing presentation posters;
- visa costs;
- the costs of activating the insurance to cover the risk of trips cancelled due to the pandemic situation;
- university fees where required by co-tutorship agreements, etc.;
- the costs of swabbing (with reference to the current pandemic situation).

How to apply for reimbursement of expenses

Reimbursement requests must be submitted through the **SER.SE PLATFORM** according to the following procedure:

Off-site research and study activities (also online)

After logging into the Ser.Se platform, select the authorized off-site activity for which you wish to submit the refund request, click on the scroll-down menu next to the item “autorizzata” and choose “refund”.

You then need to complete the online fields with all the necessary information. The whole process is quite straightforward; however, it is important to pay special attention to the following points:

- the DATES to select are those of the effective day of departure and of return – they may not coincide with the authorized ones as these might change; in the case of online conferences/seminars/courses, they must correspond to the start and the end of the activity;
- the “DESTINATION COUNTRY” is the one to which you have been authorized to travel;
- upload your “ACTIVITY REPORT”: this document will be provided through Ser.Se to your “Docente di riferimento” (“Lecturer of reference”), without whose approval the refund procedure cannot go on;
- upload the required documents in the field “OTHER ATTACHMENTS” (bottom of the page) from those indicated below:
 - “Certificate of attendance” and/or any paper/article you may have presented during the authorized conferences/seminars/courses (online and in person) or visiting periods;
 - documented proof (simulation of the trip cost via screenshot) that the trip was not more expensive if your *departure/return is not from/to the SNS site (the maximum funded expense will be the cost of the round trip from the venue)*
- in the section “EXPENSES BREAKDOWN” you must describe each individual expenditure incurred (one line for each expense); **only electronic supporting documents need to be attached.** **All paper documents** (tickets, boarding passes, invoices, receipts, tax receipts, etc.) **must be delivered in original to the Mobility Office** (see below for details);
- in the case of expenses in foreign currencies, you have to select the foreign currency and write the total, without applying the exchange rate for the conversion into euros: this operation will be carried out by the office.

Food (breakfast, lunch, dinner)

Please select “New food expense” and provide all the requested information (date, foreign currency, type, total). Then save/update.

Repeat if necessary.

Foodstuff (supermarket, grocery store.)

Please select “New foodstuff expense”: enter the date of the receipt relating to the expenditure incurred and the amount; in the “description” field just indicate “supermarket

shopping". Non-food items cannot be refunded, so the total required should take this into account. Then save / update.
Repeat if necessary.

Travel

Select "New travel expense" and complete with all the information, including the means of transport and a short description of the itinerary. Then save/update it and, from the small scroll-down menu, select "Add attachment" only to attach the electronic document. Save / Update again.
Repeat if necessary.

In the case of flights, you must also attach boarding passes in addition to tickets and invoices/payment receipts.

Accommodation

Select "New accommodation expense" and complete with all the requested details including a short description. Then save/update it and, from the small scroll-down menu, select "Add attachment" only to attach the electronic document. Save/update again.
Repeat if necessary.

Enrolment

This option applies for Conferences, Summer and Winter Schools, workshops, courses, seminars, etc. (**in person and online**). Select "New enrolment expense" and complete with the requested information. In the description field, please describe the event and mention if yours has been a mere learning activity or if you were accepted to present a paper/article etc. Then save/update it and, from the small scroll-down menu, select "Add attachment" only to attach the electronic document. Save/update again.
Repeat if necessary.

Other

This option applies for residual expenses. (See above, "OTHER EXPENSES")

Please select "New other expense" and complete with all the necessary information, including a detailed description of the expenditure you had to meet in order to carry out the off-site activity. Then save/update it and, from the small scroll-down menu, select "Add attachment" only to attach the electronic document. Save/update again.
Repeat if necessary.

Once the form has been completed, you can submit your refund request. You have two options:

1. When you have some paper receipts, select "*Having to enclose other original paper receipts, once saved, I will print the report of this refund request to be attached in a sealed envelope addressed to the Students' Office*" (Mobility Office). The original paper receipts must be enclosed in the envelope together with the

printed report of the refund request; the envelope must be delivered to the Mobility Office.

2. When all the submitted documents are electronic, select *“I have definitively completed the compilation of this refund request and I declare that I have no other original proof to be further attached”*.

In this case, there is no need to print the refund request for the Mobility Office.

At this point, your supervisor will be able to view the activity report and all the documents attached in the section “Other Attachments” and to validate them.

After the supervisor’s validation, the refund request is submitted to the office, which can approve, reject or integrate it with further documents.

Research expense only for PhDs - at the discretion of the Mobility Commissions (see guidelines for the respective Faculties)

After logging into the Ser.Se platform, select the authorized “Research expense” for which you wish to submit the refund request, and click on the scroll-down menu next to the item “autorizzata” and choose “Refund”.

The online form to complete is quite simple. Please:

- provide the “Motivation” (write a detailed report for the benefit of your supervisor, who must validate your refund request);
- select the “Request type”
- attach the invoice (only if electronic) and provide a short description of the attachment (**the invoice needs to be addressed to the student** and to be a fiscally valid document).

Once the form has been completed, you can submit your refund request. You have two options for doing this:

1. When the invoice is a paper one, select *“Having to enclose other original paper receipts, once saved, I will print the report of this refund request to be attached in a sealed envelope addressed to the Students’ Office” (Mobility Office)*.

The original paper receipt must be delivered in a sealed envelope to the Mobility Office.

2. When the invoice is electronic, select *“I have definitively completed the compilation of this refund request and I declare that I have no other original proof to be further attached”*,

In this case, there is no need to print the refund request for the Students’ office.

At this point, your supervisor will be able to view your refund request and to validate it.

After the supervisor’s validation, the refund request is submitted to the office, which can approve, reject or integrate it with further documents.