

Guidelines

Revision	Date
v1.0	30 March 2026

SECTION I - GUIDELINES FOR STAFF ON MISSIONS

- Use the exact name of the research fund as recorded in the budget.
- Request authorization on the R.A.M. for the use of private vehicle, rental vehicle, taxi, and Department vehicle. For the latter, non-staff personnel must complete and attach a specific authorization form signed by the Director.
- Submit the R.A.M. at least five days before the mission start date, as required by university regulations, or as soon as possible.
- Complete the R.R.S.M. in all its parts, including totals for each type of expense and the total kilometers traveled, round trip, with a private vehicle.
- List expense receipts grouped by type where possible, for example meals, flights, trains, or hotel, and indicate the totals.
- Expenses not normally reimbursable during a mission, such as poster printing for conferences, fair or museum entrance fees, or materials for work at experimental sites, may be reimbursed if they are related to the mission activity and supported by a self-declaration.
- All expense documents must be descriptive, meaning they must clearly identify the nature of the expense. If this does not occur, a self-declaration may be provided to specify such nature. This more frequently happens with grocery receipts for meals. However, it is not possible to self-declare the date of the expense or the amount if they are missing or unreadable.
- For public transport tickets on which the price is not shown, it is possible to attach a fare table printed from the transport company website, highlighting the relevant fare and attaching it to the reimbursement request.
- When using a private vehicle on a mission, always attach a map showing the kilometers traveled. The map printout should show the various alternative routes suggested by the program, for example Google Maps, so that the Office can reimburse the shortest route according to the principle of economy, unless toll receipts demonstrate the route actually chosen. In that case, that route will be reimbursed even if it is longer.
- The place of departure or arrival when using a private vehicle on a mission may also differ from the official workplace, provided that this is less costly. If it is more costly, reimbursement must be calculated as if departure were from the official workplace.
- The same principle applies to public transport. Anyone traveling from or to their residence, where this is more costly than departure from the official workplace, must present the tickets actually purchased together with a simulation showing the reimbursable route cost, namely the one calculated from the official workplace.

- Mileage reimbursement is not granted in full to multiple people traveling on mission to the same place, departing from the same workplace, on the same day, and at the same times. In such cases, only one person will be entitled to reimbursement or the mileage allowance will be divided proportionally, to be agreed case by case.
- Technical-administrative staff who use a private vehicle on mission are not entitled to mileage reimbursement. The use of the vehicle must still be authorized on the R.A.M., and the R.R.S.M. must include both the map of kilometers traveled and a cost simulation of the cheapest public transport necessary for the same journey. That amount will be the reimbursable one. Motorway tolls and fuel expenses are not reimbursed.
- When refueling Administration vehicles, the expense must be incurred during the mission days. If the vehicle is refueled the evening before, a declaration explaining the reason must be attached.
- In the following cases - payment of conference registration fees, missions abroad, and taxi use - the specific self-declaration must always be attached. It can be downloaded from the DIBAF website.
- Always attach flight boarding passes.
- Avoid splitting meals into numerous receipts. For one-day missions, one meal is allowed up to a duration of 12 hours and two meals if the duration is longer. For missions lasting more than one day, the three main meals per day are allowed.
- Mission advance requests may be submitted only if the mission lasts more than 24 hours. They must be submitted with all estimates attached at least 21 days before departure, and the same research fund must later be used for the balance request.
- For research projects that provide reimbursement rules different from those established by the internal university regulations, for example certain PSR projects, it is the applicant's responsibility to attach the documentation showing the different regulation each time.

Abbreviations

R.A.M.: Mission Authorization Request

R.R.S.M.: Mission Expense Reimbursement Request

SECTION II - PHD STUDENTS - PERIOD ABROAD

The period abroad (only if longer than 30 days) provides for a 50% increase of the monthly scholarship (EUR 1,200 + approximately another EUR 600), with which PhD students must cover their own expenses, regardless of the place where they stay.

At the end of this period, it will be possible to request reimbursement for all types of expenses, including hotel and meals. However, for these two expense categories, it will be possible to use one's "PhD PIF" only if the following condition is met:

the total of all types of expenses incurred for the entire period exceeds the total "increase" for the same period (approximately EUR 600 per month multiplied by the number of months of stay). In this case, reimbursement for hotel and meals will be granted, but only for the excess amount.

For this purpose, the applicant must necessarily attach a self-declaration specifying:

- The total amount spent on hotel and meals, in addition to uploading all fiscal documentation;
- The monthly amount of the increase, or the total amount for the entire period abroad.

Note. It is understood that reimbursement of all other expenses, if reimbursement for hotel and meals is not requested, may be made through the student's personal PIF, as has been done so far. These new instructions concern only the possibility of including in the reimbursement the two types of expenses that were previously not reimbursable.

(* *Excess amount = difference between all expenses incurred and the total "increase".*

Note. PhD students may use their research budget and/or carry out missions until the PhD expiration date, not beyond; otherwise the funds will be lost, even if the thesis defense takes place later.

SECTION III - MOST COMMON ERRORS IN MISSION REIMBURSEMENT REQUESTS

Below are some of the most frequent errors found during mission reimbursement requests:

- **Traceability:** only expenses incurred in Italy for hotel, meals, and taxi (or chauffeur-driven rental) must be traceable. Those who have multiple credit or debit cards and use both must upload on E-Stanza the scans of both cards showing the holder's name and the card number. The numbers may be hidden except for the first four and the last four digits, which correspond to the "PAN" field on the electronic payment receipt. If the card receipt has been lost, a screenshot of the bank statement showing the payment and the account holder must be attached. It is very important not to make payments on behalf of others. This often happens with shared meals or hotel rooms: in this case only the person who paid with their own card will not be taxed; all others will be reimbursed for their share, but it will be taxed.
- **Accommodation reimbursement with bookings made through Booking:** an invoice or fiscal receipt must be requested from the hosting structure. The Booking confirmation has no fiscal value and is therefore not sufficient.
- **Use of taxi, rental vehicle, and Department vehicle:** these must be requested, like the use of a private vehicle, at the authorization stage of the mission, in the same section as the private vehicle.
- **Electronic payment receipts for train, bus, and metro travel** are sometimes submitted without the travel ticket. In such cases, at least the date, route, and passenger's name must be shown.
- The mission manager, Daniele Melaragni, cannot modify or complete requests on behalf of users on the portal. He can only set them to "Revision" or "No Status" to allow the user to make changes. A request must be sent by email indicating the issue and the request ID. Incorrect requests must never be duplicated.
- The manager does not use email to communicate issues related to mission requests, but exclusively the E-Stanza portal; the "Operator notes" field must therefore always be checked.

- Once the request has been corrected, the user must notify the manager by email, always indicating the request ID, because E-Stanza does not send notifications.
 - The specific self-declaration must always be attached whenever a conference registration fee is paid or a taxi is used. The template is available on Drive and on the DIBAF website.
 - The cost of printing a poster for a conference must always be self-declared, specifying that it was incurred for conference purposes, since the receipt usually does not specify details.
 - Boarding passes for flights must always be attached.
 - Mission advance payments are granted only if requested at least 21 days before the start of the mission, and the same fund must be used for the reimbursement request at the end of the mission.
 - Departure from one's residence is allowed. However, if it results in a higher reimbursement than departure from the official workplace, the kilometers traveled by private vehicle must be calculated from Viterbo, and tolls or public transport reimbursements must be requested not on the basis of the actual cost incurred, but on simulations considering Viterbo as the place of departure, while still attaching the original receipts.
 - Staff are kindly asked once again to instruct collaborators on how to use the E-Stanza portal for mission reimbursement requests, and fund managers are asked to sign authorization requests promptly.
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