



LINK TO DOCUMENTS		RMA REGOLAMENTO MISSIONI DI ATENEIO	MCM MANUALE CICLO MISSIONI (web missioni)	FORMS Modulo cartaceo Prof. a Contratto - Modulo rimborso carburante Mezzi di Ateneo - Autocertificazione Km Eccedenti			
 <b>SUBJECTS</b> <b>PROFESSORS RESEARCHERS SCHOLARSHIP PHD STUDENTS PTA</b> during the authorization phase they use the procedure U-Web Missioni  <b>CONTRACT PROFESSORS</b> during the authorization phase they use the paper form (FORMS)	 <b>AUTHORISATION</b> <div style="border: 1px solid red; padding: 2px; color: red; font-weight: bold;">Always prior to the start of the mission except in documented cases of force majeure</div>	 <b>ON A MISSION</b>		 <b>REINBOURSEMENT</b> <div style="border: 1px solid orange; padding: 2px; color: orange; font-weight: bold;">By March 31 of the year following the mission</div>			
		<b>START</b>	<b>MENS OF TRANSPORT</b>	<b>REQUEST</b>	<b>TRAVEL AND MOVEMENTS</b>	<b>CONFERENCES, ACCOMMODATION, FOOD</b>	<b>STANDARD</b>
<b>Insert in U-Web Missioni</b> <small>Only contract professors use the paper form</small>  <b>Luogo*</b> <small>you can insert more places with the "aggiungi" button</small>  <b>Date*</b>  <b>Qualifica*</b>  <b>Luogo di partenza*</b> <small>"Pavia" or position from which the demonstrable cost of the route is lower</small>  <b>Tipo di richiesta*</b> - research projects: "PROG" - third party account: "CTER" <b>PhD Students Only</b> <small>"Rimborso spese mobilità dottorandi"</small>  <b>Responsabile del Progetto*</b>  <b>Regpolamento*</b> - as a rule: "TES" - only for the projects planned: "FINES"  <b>Motivazione*</b> <small>Enter detailed description</small>  <b>Note</b> <small>Bond number (if any) and further details</small>  <b>Spese a preventivo</b> <small>Possible inclusion of costs already known in advance</small>	<b>ORDINARY MEANS OF TRANSPORT</b>  <b>EXTRAORDINARY MEANS OF TRANSPORT</b> <b>Press the button "Aggiungi"</b>  <b>To be used only in case of</b>  a. demonstrable economic convenience b. destination inaccessible by public means c. extreme urgency d. transport of materials and equipment e. strike of public means	<b>Public Transport</b>  <small>Trains, subways, buses, coaches, planes, ships, collective transport services to/from airports and ports, and any other means of transport in scheduled service</small>  <b>University vehicle</b>  <small>for which specific authorization is required</small>  <small>The vehicle must always be collected and returned with a full tank</small>  <small>Report to the Department if a vehicle is collected with a tank that is not full</small>  <b>Private means of transport</b>  <small>Only cars owned by the person in charge, a family member or a cohabitant</small>  <b>Rented transport vehicles</b>   <b>Taxi</b>  <small>(procedure also valid for UBER)</small>	<b>No request for public transport</b>  <b>Insert:</b> - Mezzo "Mezzo di Ateneo"  <b>Motivazione</b> - <b>if you drive:</b> "Mezzo ordinario che necessita di autorizzazione" - <b>if you don't drive:</b> "trasportato" <small>The transported person cannot request reimbursement for travel expenses</small>  <b>Targa</b>  <b>Intestatorio "DSTA"</b>  <b>Insert:</b> - Mezzo - <b>Professors, research fellows, scholarships, PhD students:</b> INKM2 - <b>Technologists:</b> INKIS - <b>PTA:</b> INSOS - <b>Contract professors:</b> seguire modulo cartaceo  <b>Motivazione</b> - <b>if you drive</b> "Mezzo ordinario che necessita di autorizzazione" - <b>if you don't drive</b> "trasportato" <small>The transported person cannot request reimbursement for travel expenses</small>  <b>Targa</b>  <b>Intestatorio</b>  <b>Insert:</b> - Mezzo - <b>CARSH - RIMBORSO FATTURA NOLEGGIO CAR SHARING</b> - <b>FURG - RIMBORSO FATTURA NOLEGGIO FURGONE</b> - <b>NOLO - RIMBORSO FATTURA NOLEGGIO AUTO</b>  <b>Motivazione</b> - <b>if you drive</b> "Mezzo ordinario che necessita di autorizzazione" - <b>if you don't drive</b> "trasportato" <small>The transported person cannot request reimbursement for travel expenses</small>  <b>Insertire:</b> - Mezzo - <b>TAXI - RIMBORSO TAXI URBANO</b> - <b>TAXEX - RIMBORSO TAXI EXTRAURBANO</b>	<small>Keep your tickets, boarding passes and all proof of the trip.</small>  <small>The proof must indicate the date and amount</small>  <b>RECEIPTS</b>  - <b>Paid routes and parking</b> <b>Request and keep all receipts</b> - <b>Fuel</b> <b>Keep receipts</b> - <b>In case of rented vehicle</b> <b>Request and keep invoice</b>  <b>GUIDE OF THE VEHICLE</b>  - <b>if you drive - (guidatore) always drive the vehicle</b> - <b>if you don't drive (trasportato) never drive the vehicle</b>  <small>The above rules are fundamental for insurance purposes and for the reimbursement of expenses, fines of any nature are not refundable</small>  <b>In case of accident:</b> - Department vehicle: covered by KASKO insurance - own vehicle: covered by personal insurance (only structured staff is covered by University KASKO) - rented vehicle: covered by vehicle insurance (check during rental)  <b>Only in case of use of the Department vehicle, note the initial and final mileage</b>	<b>CONFERENCES, SCHOOLS, COURSES</b>  <b>Request and keep the certificates of participation</b>  <b>ACCOMMODATION</b>  <b>Request and keep</b> <small>invoice or receipt in the name of the person on mission, not the Department, issued by the facility, even in the case of purchases made online, using intermediary portals, such as Airbnb and Booking.com</small>  <small>The document must contain at least the following essential elements</small> a. Service provider details b. amount c. number of nights d. guest name e. any meals f. type of solution: (e.g. single room, double room for single use, etc.)  <b>MEALS</b>  <b>Food expenses include:</b> a. meals, including small meals, consumed in the location of the mission or along the route, within the daily limits established b. the cost of the service, if documented c. the purchase of foodstuffs with the same daily limits established  <b>THE LIMITS ARE INDICATED IN THE REGOLAMENTO MISSIONI DI ATENEIO (DOCUMENTS) - Allegato 1 - pagg. 14-15</b>  <b>Request and keep</b> <small>the documentation for food reimbursements, which is considered complete when the receipt contains the name of the restaurateur, the amount paid and the reason for the payment (generic expense items, such as "rep. 01", "IVA 4%", etc., are not refundable)</small>  <small>Expenses related to the purchase of alcoholic beverages are not reimbursable, unless they are included in a receipt relating to a meal and are contained (e.g. a glass of wine or a mug of beer)</small>	<b>in U-Web Missioni</b>  <b>select the item corresponding to the expense for which you are requesting reimbursement and enter all the supporting documents:</b> - travel - transportation - participation to conferences, schools, courses - accommodation - food  <b>requested and stored as specified in the section "ON A MISSION"</b>  <b>Justifications of the same nature and with the same date must be added and uploaded in a single file</b>  <b>TIMETABLES</b>  <small>must be entered compulsorily</small>  <small>must be proportional to the actual travel times to and from the place of work (Pavia)</small>  <small>must be consistent with the mission justifications (tickets, tolls, etc.)</small>	<small>In U-Web Missioni select "VIAGG" and attach</small>  - "University Vehicle Fuel Refund Form" (FORMS) completed - Refueling receipts - Printout of the route (google maps, ACI, etc.)  - <b>Km reimbursement</b> - select - Professors, research fellows, scholarship, PhD students: INKM2 - Technologists: INKIS <small>attach the route (google maps, ACI, etc.) and insert the same number of Km. The Km can be calculated by the system and it is not necessary to attach the route, inserting in the notes the sentence: "the distance in kilometers was calculated by the system having a single destination"</small> <small>Refund of personal Telepass: enter the bank statement</small>  - PTA: INSOS <small>find and attach the cost of the 1st class train ticket covering the route</small>  <b>In case of repeated trips to and from the same place, attach a self-certification of the excess kilometres (Forms)</b>  <b>In U-Web Missioni select</b> - Car sharing: "CARSH" - Van: "FURG" - Car: "NOLO"  <b>Insert</b> <b>the invoice, requested and kept as specified in the "ON A MISSION - TRAVEL AND MOVEMENTS" section</b>