

## How to fill the form

From Home page select '**Missioni / Trasferte**'

### **FOR “MISSIONI” AUTHORIZATION**

#### **1. Header**

- 'Fill the “missioni” authorization form' *(at least 5 days before leaving)*
  - In service at : in the drop down menu select UNICAM Amministrazione Centrale => 'School of Advanced Studies'
  - As a 'PhD candidate'
  - Resident in \_\_\_\_\_
  - Seat of service (choose between: CAMERINO, ASCOLI PICENO, SAN BENEDETTO DEL TRONTO, MATELICA)
- Add name and e-mail address of the UNICAM Tutor: \_\_\_\_\_

For non-EU countries, you can request a health insurance policy coverage by paying a fee.

#### **2. Departure and Destination**

#### **3. Purpose of the work trip**

#### **4. Departure / return dates**

#### **5. Transport**

#### **6. Request of advance payment (if requested and motivated)**

#### **7. Budget for reimbursement**

#### **8. Send request**

Once all data are entered, the “missione” is tacitly approved within 24 hours. If something has to be added, the Tutor, the Manager or the SAS Director may request further information or not authorize the mission.

## **HOW TO GET REFUND**

Once you are back, go to:

<http://missioni.unicam.it/Login/DoLogin>

From Home page select '**Missioni / Trasferte**'

Then **ELENCO MISSIONI**

Select the work trip you want to request a refund for and generate the file to fill it out.

Once all data are entered, the form has to be printed and signed by the PhD candidate and the Tutor. Enclose all the hard copies of the receipts of the expenses you afforded, and send them by internal mail in a closed envelope to the office in charge (School of Advanced Studies)

You'll receive by e-mail notification on date and amount of the reimbursement.

Please note: **For work trips to be paid by funds of the Tutors or by funds allocated in the University Schools, you must log in as follows:**

### **1. Header**

- 'Fill out "missioni" authorization form' *(at least 5 days before leaving)*
- In service at the 'Scuola di Ateneo' of reference and **NOT** at the 'School of Advanced Studies'.