

Use of the budget for PhD students' research activities: MISSION PROCEDURE, PURCHASE PROCEDURE

RESEARCH BUDGET

National regulations guarantee each PhD student, with or without a scholarship, a budget for research activities in Italy and abroad, amounting to no less than 10% of the scholarship amount. The exact amount is determined based on national regulatory provisions and UNICAM's (University of Camerino) internal regulations on the matter.

The research budget is available in cost centers registered at UNICAM, for activities carried out from enrollment until the end of the program, for all PhD students enrolled in doctoral courses with UNICAM as the sole or administrative seat. Starting from the 38th cycle, the financial managers of the cost centers are the coordinators of the respective study programs, while the scholarship-holding PhD students serve as points of reference.

REQUEST FOR USE

To ensure effective supervision and mentoring, the PhD student is encouraged to agree, together with their supervisor and the Coordinator of the relevant program, on an expense plan that aligns with their educational and research project, as well as with the applicable regulations and practices. The Program Coordinator authorizes the expenses.

Subsequently, the PhD student may proceed, with adequate notice, with the request for budget utilization.

A. MISSIONS:

NEW "Missions" Regulation: [Regulation on the discipline of missions, representation expenses, seminars, and events.](#)

- **SAS Administrative Contact for Information Requests:** Manuela Verdolini (manuela.verdolini@unicam.it)
- **Procedure:**
 - o Access the UNICAM **missions portal** <https://missioni.unicam.it/Login/DoLogin> using your UNICAM credentials.
 - o Fill in the **mission authorization request** (at least 2 days before departure). This step is necessary to activate the insurance coverage provided by UNICAM. Unless otherwise communicated within 24 hours, the MISSION is considered authorized.
 - o In the case of a request for an advance payment (up to 75% of the estimated expenses), the PhD student must attach appropriate documentation (e.g., cost

estimates) during the authorization request phase for undertaking the mission, as specified in the “Missions” Regulation. If there is an existing “open” advance request, it will not be possible to submit another one. The mission and the reimbursement of mission expenses must strictly comply with the provisions of the aforementioned Regulation.

- Once the mission is completed, in compliance with the provisions of the UNICAM Regulation, the request for reimbursement of expenses incurred must be submitted. The request form must be pre-filled in the aforementioned MISSIONI portal, downloaded, signed with full, legible original signatures, and submitted in its original form within a reasonable timeframe to the SAS support office (Manuela Verdolini). The completed form must be submitted together with the original expense receipt, such as detailed receipts for main meals (i.e., those explicitly stating the items consumed), fiscal receipts, invoices, travel tickets, etc., along with proof of electronic payment badge (Note: **From 2025, traceable payments will be mandatory**).

Credit card receipts and/or electronic payment confirmations are not reimbursable unless accompanied by the corresponding detailed receipt or another fiscal document.

For training courses and conference registrations, a certificate of participation (even a copy) must be submitted, and proof of payment must be provided through an invoice or receipt, indicating the participant’s name and the services included in the registration fee. Failure to provide these documents will result in the denial of reimbursement.

Only expenses directly related to the PhD student requesting reimbursement (i.e., individual expenses) are eligible for reimbursement.

Applicants are advised to consult **Table B** attached to the “Missions” Regulation for foreign expense limits categorized by country. The relevant office may request additional documentation from the applicant.

Once the required reimbursement documentation is complete and considering budgetary constraints, reimbursements will be processed as soon as possible. However, it should be noted that the standard processing time is at least **30 days**.

- The **MISSIONI** procedure must be activated promptly, even in the case of mobility periods within Italy (e.g., for training and research periods at other institutions) and abroad (e.g., for training and research periods at institutions outside Italy) that exceed **30 days**.

In such cases, the experience must first be authorized by the **Academic Board**. The instructions within the **MISSIONI** portal must be followed; however, unlike other categories of personnel, authorization from the **Director General** is not required, as per the exemption outlined in the **Missions Regulation**.

All necessary documents (e.g., **Commitment Agreement** with the host institution, etc.) must be duly signed in advance.

For reimbursable expenses in these cases, please refer to the current **Missions Regulation**.

B. PURCHASES (with final documents issued in the name of UNICAM):

- The PhD students submits the purchase request to acquisti@unicam.it, specifying the **cost center**, the **expense**, any **notes to be added to administrative documents** (for reporting purposes), and attaching both the **quotation** and the **email approval of the expense** from the **Program Coordinator**.

The **Program Coordinator**, who must be included in **CC**, will explicitly confirm their approval to the relevant **UNICAM Office** via email.

The PhD student must also specify the **delivery address** and the **contact phone number of the delivery location** within the purchase request.

- To submit the request, the sample email template in the attachment can be used as an example.
It is important to note that this is only a reference, and each PhD student must tailor the request considering the specific requirements of their **position, scholarship, or project**.
- The cost center can be requested from manuela.verdolini@unicam.it.
- It should be noted that purchases require technical processing time, and the dedicated office may request additional information of documentation from the PhD student.
- Examples of expenses that follow the “**PURCHASES**” procedure include: **consumable materials, publications, and the purchase of bibliographic materials**.

C. (Exceptional and Residual Case) REIMBURSEMENTS or PURCHASES MADE DIRECTLY BY THE PHD STUDENT – ONLY for personal registration to conferences/courses that do not require undertaking a **MISSION**.

- Submission of the **expense reimbursement request form**, duly signed and accompanied by the **original expense receipts** (e.g., **invoice from the course/conference provider, payment receipt**) and a **copy of the certificate of participation**, within a reasonable timeframe, to manuela.verdolini@unicam.it.
- The request form will be available at the relevant offices.
- It should be noted that reimbursements require technical processing time, and the dedicated office may request additional information or documentation from the PhD student.

ELIGIBLE EXPENSES

The budget can be used for needs consistent with the objectives of the PhD program, in compliance with the applicable PhD regulations, as well as public accounting rules and university regulations.

Examples of eligible expenses include:

- Registration for training courses, congress, and conferences, as well as summer/winter schools **ACTUALLY ATTENDED** (including remotely), along with the related mission/travel expenses.
- Missions in Italy and abroad (**for PhD students going abroad with a scholarship increase and for periods exceeding 30 days**: reimbursements is limited to **round-trip travel expenses** from **UNICAM** to the foreign location and **accommodation costs**. **For non-scholarship holders**, meal expenses are also covered – see the **Missions Regulation**).
- Consumable materials for laboratory use.
- Expenses for publications.
- Expenses for the purchase of bibliographic materials (**books must be returned to the UNICAM administrative office / UNICAM central office by the end of the PhD program**).

Ineligible expenses include:

- **Inventoriable assets** (including **PCs and laptops, printers, tablets, software**, etc.).
- Expenses related to projects **other than** those of the PhD program/scholarship (**especially if funded by other programs**).
- **Indirect costs** (e.g., **electricity consumption**, etc.).
- **Individual membership fees**.
- **Payment of deposits or security deposits** (e.g., for apartment rentals) that are later refunded to the PhD student.
- **Expenses for which the PhD student has already been reimbursed**.
- PhD students are advised **not to make “cumulative” purchases** (e.g., a single purchase request made by multiple PhD students and charged to multiple cost centers), as these are **unmanageable** due to **reporting constraints** often associated with the funding programs for scholarships/PhD positions.
- **Anything excluded by the current UNICAM regulations** on the subject (e.g., **Missions Regulation**).

Any specific purchasing needs may be assessed in advance in coordination with the **SAS Office** and the relevant **Administrative Areas**.

DOCUMENT CREATED WITH THE CONTRIBUTION OF:

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SAMPLE PURCHASE REQUEST (to be updated to individual needs)

TO BE SENT TO:

acquisti@unicam.it

CC: Course Coordinator's email, Supervisor's email, Manuela Verdolini's email

Subject: Purchase Order Request

Dear Purchasing Office,

I am writing to request the issuance of a purchase order for the following **material/product/service:**

(Brief description of the material/product/service required)

which is necessary for carrying out my PhD activities.

The total cost of € + VAT should be charged to the **cost center** (*the cost center can be requested from Manuela Verdolini*).

The goods (**if a tangible item is being purchased**) or the service (**if applicable**) should be delivered/provided to the following address:

(Contact person's name, affiliated structure, street address, postal code, city, etc., + phone number for supplier or courier reference).

Attached, you will find:

- **Authorization for the expense** from the Course Coordinator
- **Quotation from the supplier**

Best regards,

(Your Name)

Important Notes:

- In the purchase request email, please specify any **annotations** that should be included in the **administrative/accounting documents**, if required for the reporting of specific research projects (**this information is available to the Supervisor**).
- When requesting a **quotation from the supplier**, please remind them that they must comply with all **requirements set by Public Administration regulations (Public Procurement Code)** and, for those **funded under PNRR**, with the regulations related to the **procurement of goods and services using PNRR funds**.