

GUIDELINES FOR MISSION AND TRAINING EXPENSES FROM THE RESEARCH BUDGET

- PNRR PhD students on PE/CN projects -

Please note that this circular refers exclusively to PhD students holding a grant funded on projects related to *Partenariati Estesi (PE) and Centri Nazionali (CN)*.

PhD students who benefits from scholarships according to Ministerial Decrees no. 351-352/2022 are excluded from this procedure (this kind of scholarships must follow the standard procedures).

The reimbursement procedures for expenses **types A and B** - described within the circular "*Budget for research activities pursuant to art. 9 co.4 of the Regulation of the PhD courses of the Politecnico di Bari*" issued by the *Direttore Generale* on 30.08.2022 - shall follow the procedure indicated below.

1. Supervisor and Coordinator authorization

Before the activation of the procedure on U-Web missions portal, the PhD student must request authorization for the mission or training expense through the form "*Authorization of Training and Mobility Expenses - PNRR*" available on Politecnico di Bari website, within the section dedicated to PhDs. The form, duly completed and signed by Supervisor and Coordinator, should be sent by the PhD student to Post-Lauream Office (post-lauream@poliba.it).

2. Starting mission procedures on U-Web

The PhD student, by using the credentials of "*Utenza Federata*", shall access the U-Web portal and start the mission (or enter the request for training expenses) by requesting the authorization of the *Centro di Spesa* (the Department) and indicating:

- in the field "*Tipo richiesta*", "*Fondi di Progetto*";
- in the field "*Progetto*", the name of the PE / CN to which the grant is related;
- in the field "*Responsabile Progetto*", the name of the "*Responsabile amministrativo*"

and attaching the authorization (see point 1).

PhD students will receive a *communication* indicating the project to which the grant relates and the its "*Responsabile amministrativo*", who must validate the U-Web requests.

3. Post-Lauream Office validation

Before authorizing the request, the Department will contact the Post-Lauream Office in order to verify that:

- a. The expense (of mobility or training) complies with those described by the Circular for reimbursement from the research budget;
- b. The PhD student's available budget is sufficient in relation to the estimated expense.

4. Authorization by Department

After obtaining the positive feedback from the Post-Lauream Office – see point 3 - the Department will provide authorization on the U-Web platform.

5. **Reimbursement request**

After that the mission or training expenses have been carried out, the PhD student will submit a request for reimbursement via U-Web platform, attaching the supporting documentation.

PARTICULAR CASES

Mobility that includes training expenses

If the request concerns, at the same time, training expenses linked to a mobility, the cost of the training expenses must be included in the mission reimbursement request.

e.g. The PhD student Mario Bianchi registers for a conference whose cost is € 150,00 which he will attend in Rome. Mario Bianchi will include the amount of € 150 in the mission expenses. He will not be able to open a claim for reimbursement of the cost of the conference alone.

Training expenses not requiring mobility

In the event that the request concerns only training expenses, the PhD student will have to submit a request in U-Web, completing the mandatory fields. The system will ask to enter dates and places; the PhD student will enter the required information, adapting it to that specific case.

e.g. PhD student Mario Bianchi registers for an online seminar whose cost is € 50,00. Mario Bianchi will be able to indicate, for example, "Bari" (or the location of the training provider) in the field dedicated to the place of mission and the dates of the course as the dates of mobility

THE GENERAL MANAGER
dott. Sandro SPATARO