Here you find a brief guide on how to compile “mission” requests with the University, using your personal Ph.D. funds. A mission amounts to any kind of activity, in particular going to conferences, schools, workshops, and events. The form can be found [at this link](https://apps.unipd.it/richieste3/index/showlist) and can be accessed via SSO. Unfortunately, at this moment the form is only in Italian, but you will find here what to write in the different fields.

At this time, the person who usually deals with missions is Costantina Magnifico. If there are major issues you can reach her at [costantina.magnifico@unipd.it](mailto:costantina.magnifico@unipd.it). Some general information about the authorization procedure can be found on the [Ph.D. in Physics website](https://www.dfa.unipd.it/didattica/dottorati-di-ricerca/phd-physics/guidelines-for-activities-conferences-schools/).

Once you access the website, you will find a list of open missions and those that you already completed. Click on “***Nuova richiesta***” to start the authorization procedure. The different tables here roughly correspond to the different steps of the procedure.

Once the mission is over, you will have to insert all the related expenses and a digital copy of the bills (something that is called “rendicontazione”). Then, you will have to bring the originals to Costantina Magnifico, together with a signed form that you can download once you have done everything.

| ***Destinazione*** | Insert the name of the city you are going to |
| --- | --- |
| ***Oggetto della missione*** | Why are you going, e.g., conference/school/workshop name |
| ***Scopo missione*** | Select “Missioni per attività di ricerca (REGOLAMENTO DI ATENEO” |
| ***Luogo di partenza*** | Leave “Padova (PD) - 20 - Italia”, unless you are leaving from somewhere else. This is only relevant to the insurance. |
| ***Data/Ora inizio missione*** | The date and time you are planning to leave. Notice that if the event starts on whatever date, it is fine to leave one or two days before if needed. |
| ***Data/Ora inizio missione*** | The date and time you are planning to come back. As before, it is fine to leave the day after the event is over. |
| ***Richiesta fuori termine*** | Leave this box unticked, select it only if you are opening the mission after it is over. I strongly advise against this, it can become a bureaucratic mess =) |
| ***Senza rimborso spese*** | Select this only if you are not asking for the reimbursement. |
| ***Accompagnatore*** | Select this only if you need support for a disability. |

| ***Richiesta di anticipo*** | Select “Selezionare per richiedere l'anticipo (preclude l'emissione della carta di credito virtuale)” if you want to ask for an advance payment. You can ask the department to give you up to 70% of the mission cost in advance. It usually takes one or two weeks to receive the money, so you need to open the mission somewhat in advance to receive it.  Notice that it is also possible to ask for a virtual credit card, with which you can make online payments directly (e.g., plane tickets, train tickets, conference fees, etc). If you ask for the advance payment you cannot ask for a virtual credit card. Usually, the virtual credit card is much easier to use since you do not need to wait for the money to arrive nor do you have to use your own money. |
| --- | --- |
| ***Mezzi di trasporto utilizzati*** | Select the type of transports you plan to use. The most common options you will need are “Treno/Aereo con biglietto dematerializzato (ticketless) acquistato dall'utente” (train and plane ticket bought online) and “Trasporto pubblico urbano/extraurbano” (buses and similar). |

| ***Costo presunto complessivo della missione*** | The amount of money you are askingfor the mission. It does not need to be the exact amount, a rough estimate is fine. |
| --- | --- |
| ***Struttura responsabile del fondo su cui graverà la spesa*** | Select “Dipartimento di Fisica e Astronomia "Galileo Galilei" - DFA”. |
| ***Tipo di fondo su cui graverà la spesa*** | Select “Budget di struttura” |
| ***Descrivere il nome del fondo / del progetto*** | Write “Funds PhD School in Physics” |

| ***Richiesta carta di credito virtuale*** | Tick this if you want a virtual credit card. After the mission is approved, you can create as many virtual credit cards as you want with a fixed amount of money that you can choose. They run on the Mastercard circuit. Importantly, each of them can only be used once (e.g., to buy plane tickets, or to pay the conference fees) so be sure to create them with the exact amount of money you need for the payment. Once the credit card is created and used, it cannot be used again and the amount of money you put in will be deducted from the total.  For example, you ask for 500 euros and you create a credit card with 350 euros in it. You then use it to pay 300 euros for a conference fee. Once the payment is made, even if you have paid less than 350 euros, you will only be left with 150 euros to create another credit card. That is, the total amount of money for creating virtual credit cards scales with the amount of money you put in, not on the payment themselves.  Notice that this is only important when you create virtual credit cards. When the mission is over and you ask for the reimbursement, it will only matter how much you actually paid. |
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| ***Responsabile autorizzazione*** | FLAVIO SENO (flavio.seno@unipd.it) |
| --- | --- |
| ***Eventuale destinatario notifica richiesta*** | CRISTINA MAZZUCCO (cristina.mazzucco@unipd.it) |
| ***Coordinatore del Corso di Dottorato*** | Select this option and then, after confirming, write the name of the coordinator of the PhD school. At the time of this writing, GIULIO MONACO (giulio.monaco@unipd.it). |