

STUDY TRIPS FOR STUDENTS OF THE DOCTORAL SCHOOL IN PHYSICS

Reimbursable using funds from the Department of Physics

A) Study trips using funds of the Doctoral School in Physics

Permission can be granted only for the purpose of attending Schools or other training activities authorized by the Director of the School, on condition that sufficient funds are available. At present, the maximum amount available is 800 euros per doctoral student over the three-year period; expenses over and above that figure may be covered by the funds of the research groups.

Starting from the XXIX cycle, PhD students are assigned a research budget of 1.363 € for the second and third year.

In order to be eligible for the funding administered by the Department, the student should get approval from his/her supervisor before asking authorization from the Director of the Department, Prof. Camerini, who will assess the scientific validity of the request and then send a copy to the Secretary of the School at [<dottorato.fisica@units.it>](mailto:dottorato.fisica@units.it).

The Department does not make advance payments and reimburses when presented with the original documentation only up to the maximum amount authorized. Once authorization has been obtained from the Director of the School, who will send it on to the Secretary, the following forms should be completed:

1) **PHD STUDENT TRAVEL FORM – PRIOR NOTIFICATION (TrasPre)**

This should be filled in before every study trip in Italy or abroad, whether a refund of expenses is being requested or not.

It provides authorization for insurance purposes and must be filled in all cases.

It should be signed by the student's supervisor and sent to the Secretary of the Department (either by hand, by e-mail in pdf format, or by fax 040-5583350)

2) **STUDY TRIP AUTHORIZATION FORM with DEPARTMENT OF PHYSICS FUNDS**

The student should fill it in, inserting the items of expenditure for which funding has been authorized, sign it and send it to the Secretary of the Department, who will see to obtaining the necessary signatures.

After completion of the trip:

3) **STUDY TRIP REIMBURSEMENT FORM with DEPARTMENT OF PHYSICS FUNDS**

It should be made clear that in order to obtain reimbursement the following is required: original copies of expenses incurred (tickets, receipts, bills, etc.), certification of presence at the school, and boarding cards in case of air travel. If the travel expenses were covered by another body, photocopies of the tickets should be included in any case as proof of travel.

4) **PHD STUDENT TRAVEL FORM – SUBSEQUENT NOTIFICATION (TrasSucc)**

The TrasSucc form is to be completed on return from a study trip abroad when the student has a doctoral grant not financed by the INFN in order to request additional funding for the days spent abroad. Certification of presence/participation should be attached to the form.

It should be signed by the student's supervisor and sent to the Secretary of the Department (either by hand, by e-mail in pdf format, or by fax 040-5583350)

The Department will obtain the signature of the Director of the School or his/her delegate and will forward it to the Doctoral Office of the University of Trieste.

Members of the INFN whose study trip expenses are partially covered by INFN funds, should follow the procedure agreed upon with their own study trip office.

B) Study trips using the research funds of your supervisor or his/her research group

If the study trip is made for research purposes, the expenses can be paid out of the funds of the research group, in accordance with the rules laid down by the financing body. In this case too, the TrasPre form should be filled in for insurance purposes.

General information regarding travel for Ph.D students can be found on the following page: '**Doctoral Students' Career**'

<http://www2.units.it/dott/it/?file=DottCarr.inc>

click [+] of GENERAL INFORMATION ON JOURNEYS FROM ITALY TO OTHER COUNTRIES