



Direzione per la Didattica e l'Orientamento

Dirigente: Dott.ssa Giuseppa Locci

Settore dottorati di ricerca, master, Visiting Professor

Dott.ssa Monica Melis

Reimbursement of Mission Expenses

Committees for the Award of the PhD Degree

In accordance with current legislation and the internal regulations of the University of Cagliari, reimbursement is provided for mission expenses incurred in connection with participation in Committees for the award of the PhD degree.

Reimbursable expenses include travel, meals, and accommodation, provided they are incurred for the purpose of the mission and are duly documented.

It should be clarified that reimbursement of expenses may be requested only for the day preceding the mission, for the day of the mission, and for the following day. Exceptions may be considered in cases where the mission involves personnel coming from particularly distant countries, for whom it is necessary to anticipate departure or postpone the return due to justified travel needs.

Procedure for Submitting a Reimbursement Request

To request reimbursement of the expenses incurred, the following forms contained in this file must be completed:

- *Request for reimbursement*
- *Report of the mission*
- *Personal data form*

All forms must be completed in their entirety, signed, and submitted together with the supporting documentation of the expenses incurred.

Supporting Documentation

The reimbursement request must be accompanied by documents certifying the expenses incurred, including:

- Flight booking/purchase confirmations and boarding passes;
- Travel tickets for buses, trains, or metro services;
- Receipts or invoices for taxi services (indicating the route taken);
- Receipt or fiscal invoice issued by the hotel or accommodation facility where the stay took place;
- Fiscal receipts or invoices for meals.



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Taxi use is permitted for travel between the mission location and the airport (round trip) and for travel within the city. In all cases, taxi use must be justified by reasons of urgency and timeliness in comparison with the use of public transport.

For the reimbursement of **accommodation expenses**, it is necessary to submit a receipt or fiscal invoice issued by the accommodation facility or by the booking website used. The mere booking or payment confirmation received via email does not constitute fiscally valid documentation for reimbursement purposes.

Where possible, it is recommended to also attach a bank or credit card statement showing the payments made, in order to facilitate administrative checks.

Please also note that:

- In the case of payments made in cash, with the exception of public transport tickets (bus, train, metro, etc.), the reimbursed amounts will be subject to taxation in accordance with current legislation (approximately 23%).
- If payment is made using traceable payment methods (e.g., credit card, debit card, or other electronic systems), the reimbursement will not be subject to the aforementioned taxation.

With regard to **airline tickets**, any additional expenses related to flight or baggage insurance are not reimbursable under any circumstances.

Submission of Documentation

The forms may be signed in one of the following ways:

1. **Digital Signature.** In this case, the forms may be sent by email to: dottoratiemaster@unica.it. Supporting documentation in digital format may also be submitted by email. For travel tickets (train, bus, metro) and flight boarding passes, it is recommended to save the document (e.g., by downloading the PDF or taking a screenshot) before use, as it may no longer be available afterwards.



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1. **Handwritten Signature.** If signed by hand, the original forms must be sent to the following address: *Università degli Studi di Cagliari - Settore dottorati di ricerca, master, Visiting Professor - FAO Monica Melis, Via Università 32, 09124 Cagliari, Italy.* In this case, all supporting documents in paper format (meal receipts, hotel receipts or invoices, public transport tickets, taxi receipts, and paper boarding passes) must also be sent in original to the same address.

Use of a Private Vehicle

If, for organizational reasons or due to the absence of public transport connections, the use of a private vehicle is necessary, it is mandatory to complete the following form:

Authorization to use an extraordinary vehicle

This request must be submitted prior to the mission by sending the signed form to the following email address: **dottoratiemaster@unica.it**.

Summary of Documentation for Reimbursement Requests

Mandatory documentation:

- Request for reimbursement
- Report of the mission
- Personal data form
- Copy of an identity document
- Supporting documentation of the expenses incurred

Optional documentation:

- Authorization to use an extraordinary vehicle