**GUIDELINES**:

This refund request form, duly completed and signed by the Supervisor and the PhD Coordinator, must be sent via email to Post-Lauream Office (post-lauream@poliba.it), along with the related receipts and – if relevant to mobility and training expenses – along with the prior authorization for mobility and mission (see form “Training and mobility expenses authorization”)

**** Al Magnifico Rettore del Politecnico di Bari

Alla Direzione Gestione Risorse e Servizi Istituzionali

Settore Ricerca e Relazioni Internazionali

**Ufficio Post-Lauream**

***Expenses refund request on Budget for Research Activity***

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ born on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) resident at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_) POSTAL CODE \_\_\_\_\_\_\_\_\_\_\_\_ Italian fiscal code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ enrolled to \_\_\_\_\_\_\_ (I, II, III) year of the PhD Programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, cycle \_\_\_\_\_° (Politecnico di Bari),

[ ]  as phd student with the scholarship “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (*specify the institution/body that finances the scholarship*)

 *otherwise*

[ ]  as ph student without scholarship (in this case, please indicate the IBAN code to which issue the refund): (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**ASK**

the refund of the following expenses carried out for Research Activities related to the need of the abovementioned PhD Programme, authorized by the Supervisor Prof. Ing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and by the Coordinator Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from the funds of “**Budget per Attività di Ricerca”.**

Flag on the typology of expenses:

[ ]  Mobility expenses for the mission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Training expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Didactic/Scientific purchases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Consumables purchases \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LINEE GUIDA**:

Fill in the chart “Mission diary” by indicating the required details.

Within the “Expenses details chart” indicate the specific expenses and add other raws if necessary.

Attach the receipts in the same order followed within the chart by **enumerating them as in the chart** (e.g. Attachment n°3), specify for each receipt the date and the typology of expense.

In case of expenses in foreign currency, the chart must be completed with the amount in €. In this case, the PhD student will attach the bank statement in which it is possible see the expenses carried out in € - if not possible, the expense will be refunded by using the exchange rate applied on the day the request is elaborated (Ufficio Missioni e Pagamenti).

In case of courses or conferences, it is mandatory to attach the related attendance certificate.

For the flights it is mandatory to attach the boarding pass; for the apartment staying/rent, it is mandatory to attach the rent contract other than the receipts.

MISSION DIARY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Month | Year | **DEPARTURE FROM**    (indicate the departure time) | **ARRIVAL AT**(indicate the arrival time) | Means of transportation  |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

EXPENSES DETAILS CHART

|  |
| --- |
| List of the carried out expenses of which the related receipts are here attached (bills, invoices, tickets, rent contracts, staying taxes, etc) |
| **Attachment Number** | **Tipologia Spesa** | **Date** | **Description** | **Amount €** | **Amount in the original currency** | **Payment method** |
| Travel | Hotel | Conference Registration | BoardFood | Other |
| 1 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 2 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 3 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 4 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 5 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 6 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 7 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 8 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 9 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 10 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 11 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 12 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 13 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 14 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 15 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 16 | □ | □ | □ | □ | □ |  |  |  |  |  |
| 17 | □ | □ | □ | □ | □ |  |  |  |  |  |

SIGNATURES

The PhD Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the authorization: The Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the authorization: the PhD Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_