**REQUEST FOR ADVANCE – MISSIONS IN ITALY**

**Applicant details**

|  |  |
| --- | --- |
| Surname |  |
| Name |  |
| Italian fiscal code |  |
| PhD Programme |  |
| Cycle |  |

**Mission details**

|  |  |
| --- | --- |
| Place of mission |  |
| Mission start (date) |  |
| Mission end (date) |  |
| Object of the mission |  |

**LIST OF THE ESTIMATED EXPENSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attachment number** | **Typology of expense** | **Description** | **Amount in € (estimated)** |
| Travel | Hotel | Congress registration | Board | Other |
| 1 | □ | □ | □ | □ | □ |  |  |
| 2 | □ | □ | □ | □ | □ |  |  |
| 3 | □ | □ | □ | □ | □ |  |  |
| 4 | □ | □ | □ | □ | □ |  |  |
| 5 | □ | □ | □ | □ | □ |  |  |
| 6 | □ | □ | □ | □ | □ |  |  |
| 7 | □ | □ | □ | □ | □ |  |  |
| 8 | □ | □ | □ | □ | □ |  |  |
| 9 | □ | □ | □ | □ | □ |  |  |
| 10 | □ | □ | □ | □ | □ |  |  |
| 11 | □ | □ | □ | □ | □ |  |  |
| Estimated total expenses  |  |
| Total advance request\* |  |

*\*The advance is equal to 75% of the estimated expenses*.

The undersigned undertakes to send all documentation **within 30 days** from the end of the mission for the purpose of settlement.

Here attached the documentation proving the estimated expenses (e.g. hotel/booking estimate, etc.; flight/train estimate, etc.)

*The applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *The Coordinator* \_\_\_\_\_\_\_\_\_\_\_\_\_\_