MISSIONS AND EXPENSE REIMBURSEMENT

Please follow the below instructions and for further details and support please contact:
Dr.ssa Marinella Mocci
- Via Valperga Caluso, 35 - Torino - 1st floor marinella.mocci@unito.it – Phone: 011.670.8429

INSTRUCTIONS

1. **Before leaving**, open the mission **at least one week in advance** via the on-line procedure, by the following steps:
   1- Login into MyUniTO [https://fire.rettorato.unito.it/esco](https://fire.rettorato.unito.it/esco) with the “SCU account” assigned at the beginning of the PhD course

2. Complete with the following information:
   - Name of the Department: *Dept. of Chemistry*
   - Name of the “Funds holder” (Coordinator – Tutor …)
   - Name of the *Fund* (ask the Coordinator)
   - List of expected expenses: *attendance fee, travel, hotel, meals expenses*

3. After your return:
   - Close the mission on the on-line procedure
   - Collect the **original** of all the receipts (travel, meals, lodging…)
   - Deliver them to the CS (Centro Servizi - Via V. Caluso 35 - Torino) – Settore Missioni
     – Dr.ssa Marinella Mocci - marinella.mocci@unito.it – Phone: 011.670.8429

4. For practical instructions read the Handbook *Manuale applicazione missioni e disponibile progetti* you can find at the end of the same Intranet session

5. For Rules – Expense limits (travel, meals, lodging) refer to the documents you find on the first page of the web site above indicated (top right corner – Documentazione)