



MISSIONS AND EXPENSE REIMBURSEMENT

Please follow the below instructions and for further details and support please contact:

Dr.ssa Marinella Mocchi

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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> 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

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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)