

## **Handbook for Management of PhD Students' Individual Research 10% Budget**

(last revision July 2021)

All PhD students enrolled in the second year of a PhD programme, after having been selected for enrolment as a result of the university's selection process, have a right to an annual amount of € 1,534.33, which is the so-called "10% budget" dedicated to supporting their national and international research activities, beginning in their second year of study (which officially begins on September 15).

At the beginning of the third year of the doctoral programme, the same amount is made available once more, and this is added to what remains of the amount awarded for research carried out in the second year of study. The deadline for making use of these funds is September 14 of the following academic year.

Please note that PhD students receiving their funding from foreign countries are not entitled to the 10% budget; the same is true for PhD students coming in order to carry out a Joint Research PhD Thesis at the moment of enrolment, unless their specific Department has set aside special funding for this purpose.

The 10% budget is to be used for travel expenses and for any other expenses, except consumable goods, that can be considered indispensable or necessary for carrying out research activities.

Some of the kinds of expenses that would be considered appropriate are indicated as follows, but these are not exhaustive: conference registration fees, both on site and online; reproductions provided by third parties; photocopies; poster printing; health insurance (please see the section below dedicated to health insurance and check the web page dedicated to Travel and insurance <https://www.unive.it/pag/12578/>).

**The following expenses are NOT eligible:** the purchase of books; computers and other data-processing-related expenses; internet connection fees; publication-related expenses; expenses associated with participating in research competitions; membership fees for associations or organizations; cost of an external course facilitating the study of a language taught at Ca' Foscari; registration fees for doctoral-preparation courses; tuition fees or other costs associated with enrolment at a public or private university.

### **1. PhD student travel**

The PhD Office of Ca' Foscari University can contribute to the expenses incurred by PhD students as a result of research activities undertaken **outside the Municipality of Venice**.

In order to undertake research travel, PhD students must obtain pre-authorization from the relevant PhD programme coordinator (Coordinatore del corso di dottorato) and from the PhD Office for the financial coverage. For more details about this step, please see the section below dedicated to online procedures.

The beginning of the travel period is understood as the moment in which a PhD student boards a means of transport, and it is considered to have come to a close when he or she returns to the point of departure. For the purposes of insurance coverage, PhD students must make their travel request at least one day before the travel period begins.

## **Reimbursement of documented expenses**

PhD students must supply a documented list of the expenses incurred as a result of their research-related travel, and they will be reimbursed for these until the authorized maximum amount has been reached. This reimbursement is not considered as taxable income, regardless of the amount reimbursed.

### **Food**

For research activities carried out in Italy, food expenses are reimbursable up to a predetermined daily maximum of 65 euros.

For research activities outside of Italy, the table on the following page indicates the predetermined daily maximums by geographic area.

Regardless of the location of the research travel, PhD students who have eaten in restaurants must provide complete and official receipts issued by these businesses that indicate the fiscal details of the seller, the total cost and the nature and cause of that cost.

PhD students may purchase food in supermarkets, respecting the same relevant daily maximums. Reimbursement of such expenses is only possible when the items purchased are clearly indicated on the official receipt and when said items can be considered to qualify as meal-related.

REIMBURSEMENT OF FOOD-RELATED EXPENSES – DAILY MAXIMUMS BY GEOGRAPHIC AREA		
AREA	COUNTRIES	CLASS 2
A	Afghanistan, Australia, Botswana, Bulgaria, Burundi, Cyprus, Comoros, Eritrea, Ethiopia, Djibouti, Greece, Iran, Malta, Mozambique, Nauru Rep., Papua New Guinea, Portugal, Romania, Rwanda, Spain (except Madrid), Syria, Somalia, Hungary, Uganda, Zimbabwe.	€ 40
B	Angola, Armenia, Azerbaijan, Bangladesh, Belarus, Canada, Czech Republic, Chile, People's Republic of China, Costa Rica, Cuba, Egypt, Estonia, Fiji, Finland, Georgia, Jamaica, Guatemala, Honduras, India, Iraq, Ireland, Iceland, Kazakhstan, Kenya, Kiribati, Kyrgyzstan, Lesotho, Latvia, Lithuania, Madagascar, Malawi, Maldives, Mauritius, Mexico, Moldova, Principality of Monaco, Namibia, Nepal, New Caledonia, New Zealand, Pakistan, Poland, Russia – Russian Federation, Solomon Islands, Samoa, Seychelles, Slovakia, Spain (Madrid), Sri Lanka, Republic of South Africa, Kingdom of Eswatini, Tajikistan, Tanzania, Tonga, Turkmenistan, Tuvalu, Ukraine, Uruguay, Uzbekistan, Vanuatu, Zambia.	€ 40
C	Albania, Argentina, Bahamas, Barbados, Belize, Benin, Myanmar, Bolivia, Bosnia and Herzegovina, Bhutan, Cambodia, Taiwan, Colombia, North Korea, South Korea, Croatia, Denmark, Dominica, Ecuador, El Salvador, Philippines, France, Jordan, Great Britain, Grenada, Haiti, Hong Kong, Indonesia, Israel, Liberia, Macedonia, Morocco, Malaysia, Mongolia, Russia – Russian Federation (Moscow), Nicaragua, Norway, Panama, Paraguay, Peru, Dominican Republic, Saint – Lucia, Saint Vincent and the Grenadines, Serbia and Montenegro, Singapore, Slovenia, Sweden, Sudan, Thailand, Tunisia, Turkey.	€ 45
D	Algeria, Belgium, Brazil, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Republic of the Congo, Democratic Republic of the Congo (former Zaire), Ivory Coast, France (Paris), Gabon, Ghana, Gambia, Great Britain (London), Guinea, Guinea – Bissau, Equatorial Guinea, Guyana, Laos, Libya, Luxembourg, Mali, Mauritania, Niger, Nigeria, Sao-Tomé and Principe, Senegal, Sierra Leone, Suriname, Togo, Trinidad and Tobago, Venezuela, Vietnam.	€ 60
E	Saudi Arabia, Austria (except Vienna), Bahrain, Belgium (Brussels), United Arab Emirates, Japan (except Tokyo), Kuwait, Oman, Qatar, United States (except New York and Washington, DC), Yemen.	€ 65
F	Germany (except Berlin and Bonn), the Netherlands, United States (New York and Washington, DC).	€ 70
G	Austria (Vienna), Germany (Berlin and Bonn), Japan (Tokyo), Lebanon, Liechtenstein, Switzerland.	€ 75

## Lodging

Documented expenses for lodging are reimbursable up to a daily maximum of 150 euros.

The reimbursement is obtained by providing the official invoice or receipt made out to the PhD student, or upon provision of the rental contract paired with receipts confirming the payment(s) made, always in the name of the PhD student. The documentation attesting the cost of lodging must: have a number indicating a progressive series of numbered receipts issued; the business's fiscal registration information, including its fiscal code or VAT number as well as its official address; the total cost; the length and dates of the PhD student's stay; the name of the PhD student; the number of guests; and, if relevant, any meals consumed.

The following expenses are NOT reimbursable: rental contracts that have not been officially registered with the appropriate local authorities; receipts that are not issued by officially registered businesses.

In the case of online purchases through specific portals (BOOKING, AIRBNB, etc.), the simple attestation of the payment cannot be configured as a valid document for the purposes of reimbursement, therefore a valid tax document / receipt must be presented including the business's fiscal registration information, including its fiscal code or VAT number as well as its official address; the total cost; the length and dates of the PhD student's stay; the name of the PhD student; the number of guests.

## **Travel Expenses**

PhD students can be reimbursed for travel that begins in Venice – which is considered to be the location of study – and concludes in the location where the planned research is to be carried out. Departure from locations other than Venice may be permissible if a request is made according to Italian Presidential Decree 445/2000 (a supplementary declaration, please see pg. 6), explaining the reason for the exception and indicating that the expense is economically advantageous for the university. It is therefore necessary that the request include documentation demonstrating this.

### **Air Travel**

PhD students must travel in economy class in order to be reimbursed. Travel in business class is only reimbursable when the flight is transcontinental and has a duration of more than 5 hours.

The document required in order to request the reimbursement of appropriate air travel must be one of the following:

- The original plane ticket indicating the ticket cost;
- An electronic ticket indicating the ticket cost;
- An original receipt issued by a travel agency attesting the ticket's cost.

Together with one of these documents, PhD students must also provide the original boarding pass issued upon check-in at the airport or a printout of the boarding pass issued via web check-in. If the flight only provides a boarding pass via mobile device, and therefore no proper paper pass exists, PhD students must provide a self-declaration according to Italian Presidential Decree 445/2000 that indicates the date of the flight, the departure and arrival cities, the airline providing the service, and the use of an electronic boarding pass.

The cost of checked luggage is reimbursable if the plane ticket does not include this expense to begin with and if an appropriate justification is provided according to Italian Presidential Decree 445/2000.

### **Ground Travel (Bus or Train) and Water Travel (Ship or Vaporetto)**

Travel fees of these kinds are only reimbursable if they are in economy/second class; for journeys lasting over 7 hours, travel in a double-occupancy berth is permitted. Travel in other classes is permissible when the PhD student can demonstrate that the choice was economically advantageous for the university.

In order to receive reimbursement for ground or water travel, the expense must be documented in one of the following ways:

- Original or electronic ticket indicating the ticket cost
- Original receipt from the travel agency that booked the journey indicating the ticket cost

Students can be reimbursed for travel by bus or shuttle from the point of arrival (station, airport, etc.) to the location where the planned research-related activity will take place.

When travel within a city is necessary in order to reach the student's final destination, the university will only reimburse public transit tickets purchased for the travel period. Taxi use is considered an exceptional measure, and is only reimbursable for travel to and from airports, stations or ports at the time of arrival in or departure from the city. In order to be reimbursed, it must be explicitly justified according to Italian Presidential Decree 445/2000.

The university will not reimburse expenses associated with the use of a personal or rented vehicle.

In the following cases the use of means of transport not customarily eligible for reimbursement is treated as an exception: a) the location of the activity is not reachable via public transit; b) there is a justifiable and documented need to travel faster than public transit will allow; c) there is the need to transport voluminous/delicate materials/instruments required by the planned research-related activity. In all of these cases, students must obtain authorization for the expense from their PhD programme coordinator in advance.

The maximum expenses permitted for travel are as follows:

- € 300.00 for a round-trip journey within Italy
- € 500.00 for a round-trip journey within Europe
- € 1,500.00 for a round-trip journey outside of Europe

For travel expenses exceeding € 400.00, PhD students can obtain a reimbursement even before they conclude their research-related trip by providing the PhD Office with the ticket via a separate online request.

### **Other Reimbursable Expenses**

#### **a) Registration fees**

Any registration fees paid for participating in on site or online conferences or learning experiences are reimbursable, including any eventual membership fees levied by the event organizer. When such registration fees cover room and/or board, students must provide a detailed breakdown of the expenses included when requesting reimbursement. If the receipt provided by the event organizer does not indicate this information, PhD students must solicit additional documentation that does from the event organizer to accompany the receipt.

For : conference registration fees greater than € 400.00, PhD students can obtain a reimbursement even before they conclude their research-related trip by providing the PhD Office with the documentation via a separate online request.

#### **b) Consular visas**

The entire cost of a consular visa is reimbursable, as are any expenses incurred in the process of requesting the visa.

### **c) Vaccinations**

The cost of any vaccinations that are required by the nation(s) in which PhD students carry out their research-related travel and are administered by Italy's National Health Service are reimbursable.

### **d) Health care**

The Italian Ministry of Health covers the cost of health care for Italian citizens travelling abroad for work according to Italian Presidential Decree 618/1980 and following specific conventions. Non-obligatory health insurance policies are NOT reimbursable.

Up to the persistence of the pandemic, it is allowed the reimbursement of the costs incurred for mandatory COVID-19 molecular test (PCR test) for travelling abroad. Documentation certifying that the test is mandatory must be produced (communication from the host organization, web page of a recognized body, eg Ministry of Health). The reimbursement takes place, as usual, at the end of the mobility period.

### **e) Additional expenses**

PhD students can be reimbursed for the cost of posters, booklets and other printed materials that serve the purpose of communication at conferences and the like.

Any expenses of this kind incurred before the travel period must be reported using a separate online request form.

### **Important final notes**

The reimbursement of documented expenses is not considered as taxable income according to Italian law. However, the university is obliged to obtain officially, recognize documentation indicating the expenses incurred by PhD students.

When it is impossible to obtain a proper receipt or invoice for the expense, please refer to the relevant rules and instructions indicated below.

When the documentation associated with an expense is lacking essential elements – such an indication of the total cost, the date of the payment, etc. – and it is impossible to acquire this information in an official integrative document, or when the documentation has been lost, students must complete a supplementary self-declaration that explains the specifics of the case and bears their signature according to DPR 445/2000.

The self-declaration is acceptable for the purposes of permitting reimbursement if there is a clear and direct connection between the documentation presented and the travel undertaken. In providing this supplementary declaration, PhD students assume responsibility for the related expenses and the fiscal validity of the documentation they are unable to provide.

PhD students must sign the request, thereby assuming responsibility for their authenticity and legitimacy of all receipts, and implicitly promising not to request reimbursement for the expenses from any other institution, private or public.

The self-declaration according to DPR 445/2000 must be provided when the documentation of the expenses is in any language other than English, Italian, French, German or Spanish.

This fiscal documentation is personal and associated specifically with the PhD student: reimbursement for expenses paid for by other parties is NOT permitted.

In the event that payments have been made in currencies other than the euro, the exchange rate is considered to be the one in effect according to Banca d'Italia on the day that the travel period began.

### **Flat-rate Reimbursement**

Flat-rate reimbursement is an option, and the daily amount provided is determined by the travel destination (see the table that follows) in addition to the cost of travel expenses that respect the existing expense limits.

To request a flat-rate reimbursement, students must provide all travel documents (tickets, etc.) to demonstrate that the travel period was indeed undertaken as well as an Italian National Social Insurance Agency (INPS) declaration (the form is provided by the PhD Office). A flat-rate reimbursement is considered from a fiscal point of view to be similar to a scholarship and is therefore added to a student's taxable income. As a result, flat-rate reimbursements are taxable and can only be requested for travel outside of Italy.

FLAT-RATE REIMBURSEMENT – DAILY MAXIMUMS BY GEOGRAPHIC AREA		
AREA	COUNTRIES	CLASS 2
A	Afghanistan, Australia, Botswana, Bulgaria, Burundi, Cyprus, Comoros, Eritrea, Ethiopia, Djibouti, Greece, Iran, Malta, Mozambique, Nauru Rep., Papua New Guinea, Portugal, Romania, Rwanda, Spain (except Madrid), Syria, Somalia, Hungary, Uganda, Zimbabwe.	€ 120
B	Angola, Armenia, Azerbaijan, Bangladesh, Belarus, Canada, Czech Republic, Chile, People's Republic of China, Costa Rica, Cuba, Egypt, Estonia, Fiji, Finland, Georgia, Jamaica, Guatemala, Honduras, India, Iraq, Ireland, Iceland, Kazakhstan, Kenya, Kiribati, Kyrgyzstan, Lesotho, Latvia, Lithuania, Madagascar, Malawi, Maldives, Mauritius, Mexico, Moldavia, Principality of Monaco, Namibia, Nepal, New Caledonia, New Zealand, Pakistan, Poland, Russia – Russian Federation (except Moscow), Solomon Islands, Samoa, Seychelles, Slovakia, Spain (Madrid), Sri Lanka, Republic of South Africa, Kingdom of Eswatini, Tajikistan, Tanzania, Tonga, Turkmenistan, Tuval, Ukraine, Uruguay, Uzbekistan, Vanuatu, Zambia.	€ 120
C	Albania, Argentina, Bahamas, Barbados, Belize, Benin, Myanmar, Bolivia, Bosnia and Herzegovina, Bhutan, Cambodia, China Taiwan, Colombia, North Korea, South Korea, Croatia, Denmark, Dominica, Ecuador, El Salvador, Philippines, France (except Paris), Jordan, Great Britain (except London), Grenada, Haiti, Hong Kong, Indonesia, Israel, Liberia, Macedonia, Morocco, Malaysia, Mongolia, Russia – Russian Federation (Moscow), Nicaragua, Norway, Panama, Paraguay, Peru, Dominican Republic, Saint-Lucia, Saint Vincent and the Grenadines, Serbia e Montenegro, Singapore, Slovenia, Sweden, Sudan, Thailand, Tunisia, Turkey.	€ 120
D	Algeria, Belgium (except Brussels), Brazil, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Republic of the Congo, Democratic Republic of the Congo (former Zaire), Ivory Coast, France (Paris), Gabon, Ghana, Gambia, Great Britain (London), Guinea, Guinea – Bissau, Equatorial Guinea, Guyana, Laos, Libya, Luxembourg, Mali, Mauritania, Niger, Nigeria, Sao-Tomé and Principe, Senegal, Sierra Leone, Suriname, Togo, Trinidad and Tobago, Venezuela, Vietnam.	€ 125
E	Saudi Arabia, Austria (except Vienna), Bahrain, Belgium (Brussels), United Arab Emirates, Japan (except Tokyo), Kuwait, Oman, Qatar, United States (except New York and Washington, DC), Yemen.	€ 130
F	Germany (except Berlin and Bonn), the Netherlands, United States (New York and Washington, DC).	€ 140
G	Austria (Vienna), Germany (Berlin and Bonn), Japan (Tokyo), Lebanon, Liechtenstein, Switzerland	€ 155

## 2. Online procedure

The procedure for submitting the request is the same for both mobility and scholarship elevation. Regarding mobility abroad, scholarship holders may apply at one time with a request for both the scholarship elevation and the use of their 10% budget.

The approval request must be filled out online, and can be initiated by clicking on the link on the page entitled “Expense reimbursement for mobility”, which must be accessed in students’ Personal Area on the university website using their **matriculation number account credentials**. To begin the request, PhD students must click on “Nuova richiesta” (new request), fill in the necessary fields (making sure to select “Mobilità dottorandi” under “Tipo di richiesta”, even when the activity will take place at Ca’ Foscari), and

then follow the prompts provided by the various screens until arriving at the section dedicated to the authorization request that must be forwarded on to the relevant PhD programme coordinator (selected from a drop-down menu).

For research activities that do not require travel, PhD students must ensure that the start and end dates indicated coincide with those of the expenses incurred. In such cases, students must select “Attività di ricerca in sede” under “Tipo di attività”.

Once the request has been approved by the relevant PhD programme coordinator, the associated research activity may begin.

In the event that the research request involves travel, the online request is essential also for insurance purposes (as a result, **the online request MUST be made prior to beginning the associated research travel even if the funds are not being requested directly from the PhD Office**). Regardless of the case, however, requests made after the completion of the relating research activity cannot be approved.

Within 15 days of completing the research travel period requested, PhD students must enter their Personal Area on the university website and insert all information regarding the expenses incurred by making use of the same online service with which they made their initial request.

When this has been done and submitted, PhD students must print and sign the request and submit it, together with all of the required documentation attesting the expenses incurred, to the Administration and accounting unit of the PhD Office in one of two ways:

- in person during the unit’s opening hours by appointment (Tuesday and Thursday from 10am to 12pm)
- via the post to the unit’s address as indicated below, in this case including a photocopy of an official identity document

#### **Some important reminders:**

Only expenses incurred in a PhD student’s OWN NAME can be reimbursed, so if payment for something is made with another person’s credit card, etc., it does not qualify for reimbursement.

**Online payments** must be documented by including a **screenshot of the student’s own account balance** where the specific transaction can be seen and in which the **PhD student is indicated as the account owner**.

**Receipts and other financial documentation cannot be accepted via email.**

Contact Info: ARic PhD Office - Administration and accounting unit

BALDAN Cristina  
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041 234 7372

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[www.unive.it/ phd-degrees](http://www.unive.it/phd-degrees) > Study > Expense reimbursement for mobility

Opening hours:

Tuesday and Thursday from 10.00 to 12.00.

Appointments can be arranged for other days or times in justified cases by making a request via email.