



Institutional Resources and Services Department  
Research and International Relations  
**Ph.D. Office**

Bari  
For the attention of:  
PhD Programme Coordinators  
Director, Poliba Doctorate School  
Current PhD programme students  
c.c.  
Department Directors  
Members of the Collegio dei Docenti  
Financial Resources Sector

### **Budget for research activities as per Art. 9.4 of Regulations for Politecnico di Bari PhD programmes**

The following guidelines are designed to provide clear conditions for the correct use and management of the funds in question by all parties concerned, including tax information.

#### **1. RESEARCH BUDGET**

As per Ministerial Decrees 226/2021 and 247/2022 and the Collegial Bodies' resolutions of 11/03/2022 and 15/05/2023, the budget for research activities allocated to each doctoral student is 10% of the total gross amount of the grant, calculated over the three years of the PhD programme.

For PhD courses of national interest only, the budget is 20% of the grant value, calculated over the three years of the PhD course. It should be noted that for doctoral students based at a different university, all budget calculations (gross total or gross receipt) and their use will follow the regulations set out under the corresponding agreement between Poliba and the university in question.

In all cases, the total research budget allocated to each student will not be inferior to €6,912.50.

#### **2. ELIGIBLE EXPENSES**

Expenses eligible to use these funds are as follows

##### **A) National and international mobility costs**

This includes travel, transport, food, accommodation, visas, insurance cover, etc. incurred as part of a research trip, specifically for those activities carried out outside the ordinary place of employment.

In order to present reimbursement claims, please refer to Attachment 1 of this document (**Operational guidelines for doctoral student research trips**).

## **B) Educational expenses**

This category includes the costs of registration at conferences, courses, seminars or associations, as well as visits to other universities/laboratories; publication expenses, expenses for visa requirements for research trips, expenses incurred for compulsory health insurance/vaccinations required for research trips, etc.

As per the Administrative Council resolution of 30/01/2025, doctoral students from non-EU countries may claim reimbursement for compulsory health insurance.

## **C) Expenses for purchase of didactic/scientific materials**

This category covers expenditure on books, magazines, subscriptions to magazines, custom-made tools, etc.

It should be noted that where purchases are made using online platforms, students must attach a confirmation of the delivery of any material ordered (delivery stamp issued by the courier or status of "delivered" in the order summary) or produce a self-declaration for any item if no proof of delivery is available.

## **D) Consumer durables expenses**

This includes expenses for handouts, slides, plotters, etc. which are necessary for research activity.

It should be noted that where purchases are made using online platforms, students must attach a confirmation of the delivery of any material ordered (delivery stamp issued by the courier or status of "delivered" in the order summary) or produce a self-declaration for any item if no proof of delivery is available.

With reference only to expenditure types C) and D), pending the income status of the expense reimbursement in question, this is considered for the purposes of INPS separate management contributions as already provided for by the doctoral study grant (two thirds paid by the Administration and one third by the doctoral student).

## **E) Purchase of computer equipment**

This includes expenses incurred for:

- desktop computers, laptops, tablets, notebooks, e-book readers;
- graphics tablets, document viewers;
- audio/video hardware (monitors, webcams, microphones, external speakers, headphones, touch screen pens);
- network cards and portable hotspots;
- software;
- drones.

Computer equipment purchased directly by doctoral students will not be reimbursed: doctoral students intending to acquire one of the above products using the research activity budget must submit a *Computer Equipment Request* form to the Post-Lauream Office. Once the availability of resources has been verified, the request will be forwarded to the Centre for Administrative Accounting Services for purchase procedures.

Any computer equipment purchased must be registered in the Polytechnic inventory or the register of durable goods in the student's department.

Upon termination of the doctoral programme, students will be required to return this property to the Department. It will remain available within the Department for future use in PhD programmes.

### 3. **AUTHORISATION FOR EXPENSES**

It should be noted that expenses referred to under **A)** and **B)** must be authorized in advance by the Coordinator and Supervisor(s) using the *Training and Mobility Expenses Authorisation* form.

For expenses incurred under **A)** and **B)**, Post-Lauream Office will first determine the amount of budget required; the final amount of reimbursement will be determined by the Office dedicated to payments and research missions (Ufficio Pagamenti e Missioni)..

The expenses referred to under **C)** and **D)** do not require prior authorisation.

### 4. **ADVANCE PAYMENT FOR EXPENSES**

For research trips of no longer than 24 hours, applications may be made for advance payment of expenses as follows:

#### ***Trips within Italy***

Advance payment of 75% of estimated expenses.

#### ***Trips abroad***

- If, on return to Italy, applicants intend to request a detailed reimbursement of expenses incurred, the advance payment will correspond to the total estimated hotel costs.
- If applicants intend to opt for the alternative research trip recompense, advance payment will be the same as estimated travel expenses plus 90% of the lump sum indicated in Table C of the Research Trips Regulations (Regolamento Missioni). Note that the alternative research trip recompense is taxed as per art.51, paragraph 5 of Presidential Decree 917/86.

### 5. **SUBMISSION METHODS FOR APPLICATIONS**

#### ***Type A) and B) expenses***

For expense types A) and B), the submission method for authorisation applications, advance requests, and reimbursement requests varies depending on the type of grant.:

Type of grant	Procedure
Students with DD.MM. 351/352/117/118/629/630 grant	Paper procedure (form to be sent by e-mail)
Students with other types of grants	Paper procedure (form to be sent by e-mail)
Students without grant funding	Paper procedure (form to be sent by e-mail)
Students with the following project grants: PE or CN (e.g. CN-MOST, CN-HPC, PE-RESTART, PE-3AITALY)	Procedure on U-Web Missioni website

#### ***Paper procedure (form to be sent by e-mail)***

All requests must be:

- a. completed using the forms available on the Politecnico website on the PhD Programme page;
- b. provided with the required authorisation signatures from the Coordinator and Supervisor;
- c. submitted by email to **post-lauream@poliba.it** together with all supporting documentation required by these guidelines and Research Trip Regulations.

***U-WEB Procedure for PhD Students with Scholarships Funded by PNRR Projects such as Extended Partnerships (PE) and National Centres (CN)***

Please note that this procedure applies exclusively to expense types A) and B) related to PhD students with grants funded by projects under Extended Partnerships (PE) and National Centres (CN).

Therefore, PhD students with PNRR scholarships under Ministerial Decrees **351-352/2022, 117-118/2023, and 629-630/2024** are excluded, as the paper-based procedure remains valid for them.

The reimbursement procedure, applicable only to expense types A) and B), must follow the steps outlined below.

**1. Authorisation from the Supervisor and Coordinator for Research Trips or Training**

Before making the application on the U-Web Missioni website, PhD students must request authorisation for the research trip or training expense using the "Authorisation for Training and Mobility Expenses – PNRR" form. This form is available on the Politecnico website in the PhD programmes section.

The completed form, signed by both the Supervisor and the Coordinator, must be sent by email to the Post-Lauream Office ([post-lauream@poliba.it](mailto:post-lauream@poliba.it)).

**2. Research trip procedure on U-Web**

PhD students can use their federated account credentials to access the U-Web website and initiate the procedure (or submit a training expenses request) by requesting authorisation from the Department Spending Centre, specifying:

- "Fondi di Progetto" under "Request Type" section ("Tipo richiesta");
- the name of the PE/CN linked to the grant under "Progetto";
- the name of the Administrative Responsible under "Responsabile del Progetto";
- and attaching the authorisation from Step 1.

PhD students subsequently receive a notification specifying the project to which their grant is linked and the corresponding supervisor who must validate the U-Web request.

An advance payment may be requested by selecting the appropriate option on the U-Web site.

**3. Post-Lauream Office verification**

Before authorising requests, Departments must contact the Post-Lauream Office to verify that:

- a. The mobility or training expense comes under those allowed by reimbursement regulations;
- b. The PhD student's remaining budget is sufficient to cover the estimated expenses.

**4. Research trip request authorisation**

Once the Post-Lauream Office (UPL) has confirmed compliance with the requirements of step 3 above, the Department may grant authorisation on the U-Web platform.

**5. Reimbursement request**

On return from the research trip or after incurring the training expense, PhD students may submit a reimbursement request using the U-Web platform, attaching the required supporting documents.

**SPECIFIC CASES**

**Mobility including training expenses**

If a request is made for training expenses related to a research trip, the cost of the training expenses must be included in the reimbursement request for the trip.

An example: PhD student Mario Bianchi registers for a conference in Rome, with registration costing €150. Bianchi must include this amount as part of the research trip expenses. He may not submit a separate request for reimbursement of the conference registration fee only.

**Training expenses without mobility costs**

If the request is only for training expenses, PhD students must submit a request on U-Web, completing all the mandatory fields, including dates and locations.

An example: PhD student Mario Bianchi registers for an online seminar costing €50. Bianchi enters Bari (or the location of the training organisation) in the “trip location” field and the dates of the seminar as the mobility dates.

### ***Expense types C), D) and E)***

Reimbursement requests for types C and D and purchase requests for type E must be:

- a. completed using the forms available on the Politecnico website on the PhD Programmes page;
- b. signed with the required authorisation signatures from the Coordinator and Supervisor;
- c. sent by email to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) together with all supporting documentation outlined in these guidelines.

Reimbursement requests for any type of goods not expressly provided for in these guidelines will be evaluated by the Collegio dei Docenti and the General Director’s Office to determine the eligibility of the expense.

In the case of equipment purchases, the PhD student must first submit a specific request to the Post-Lauream Office, providing detailed information about the equipment to be purchased. The Post-Lauream Office, after consulting with the General Directorate and the relevant office, will inform the student whether the item falls under Category E.

It should be noted that, given the nature of the research budget allocated to each PhD student, only expenses **strictly related to research activities** will be reimbursed.

Antonio ROMEO  
GENERAL DIRECTOR

*Fig.1 Summary of research trip reimbursement procedures*

## RESEARCH MISSIONS WITHIN ITALY

### PRE-TRAVEL AUTHORISATION

- **Form:** Authorisation for Mobility Training Expenses
- **When:** Before departure
- **How:** Email post-lauream@poliba.it and U-Web Missioni for PE/CN grant beneficiaries

### ADVANCE PAYMENT CLAIM

- **Form:** Italy Advance Payment Claim
- **When:** At least 10 days before departure
- **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN scholarship beneficiaries

**PAYMENT:** 75% of estimated expenses

### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
  - **When:** Upon return from research trip
  - **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN scholarship beneficiaries
  - **PAYMENT:** Balance/recovery of expenses incurred net of any advance payment
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### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
- **When:** Upon return from research trip
- **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN scholarship beneficiaries
- **PAYMENT:** Amount reported

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## RESEARCH MISSIONS ABROAD

### PRE-TRAVEL AUTHORISATION

- **Form:** Mobility Training Expenses Authorisation or Authorisation for Period Abroad and Grant Increase
  - **When:** Before departure
  - **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries
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### ADVANCE PAYMENT CLAIM

- **Form:** Advance Claim for Abroad
- **When:** At least 10 days before departure
- **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries
- **PAYMENT:** Total amount of estimated accommodation expenses

### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
  - **When:** Upon return from research trip
  - **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries
  - **PAYMENT:** Balance/recovery of expenses incurred net of any advance payment
- 

### ALTERNATIVE RESEARCH TRIP REIMBURSEMENT

- **Form:** Advance Claim for Abroad
- **When:** At least 10 days before departure
- **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries

- **PAYMENT:** Total amount of estimated travel expenses + 90% of lump sum as shown in Table C (Research Trip Regulations)

#### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
  - **When:** Upon return from research trip
  - **How:** Email to post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries
  - **PAYMENT:** Balance/recovery of expenses incurred and alternative research trip reimbursement, net of any advance payment
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#### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
  - **When:** Upon return from research trip
  - **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN scholarship beneficiaries
  - **PAYMENT:** Amount reported
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#### GRANT INCREASE (>15 days)

- **Form:** Authorisation for Period Abroad and Grant Increase
- **When:** Every month
- **How:** Email post-lauream@poliba.it

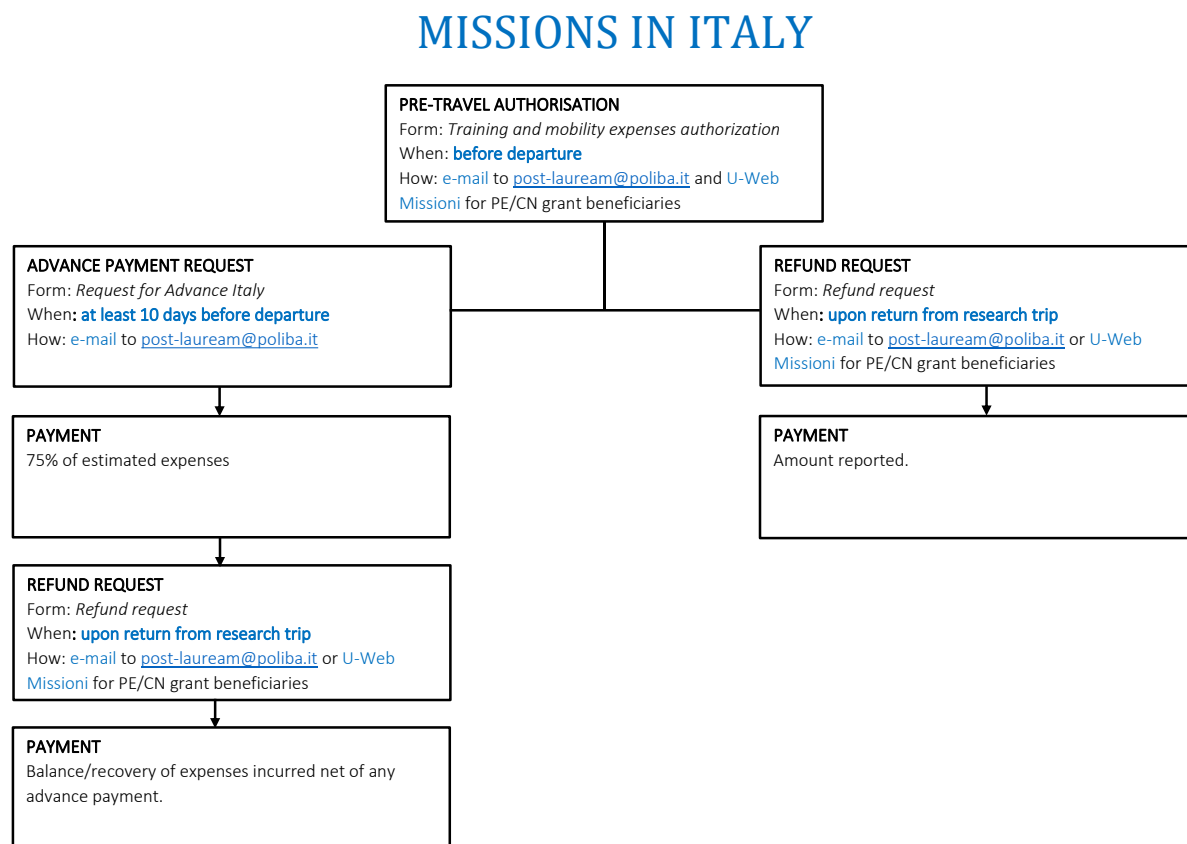
#### REIMBURSEMENT CLAIM

- **Form:** Reimbursement Claim
- **When:** Upon return from research trip
- **How:** Email post-lauream@poliba.it or U-Web Missioni for PE/CN grant beneficiaries



- **PAYMENT:** Total amount of travel (to and from research trip destination) and accommodation expenses

**Fig.1 Summary of research trip reimbursement procedures**



# MISSIONS ABROAD

## PRE-TRAVEL AUTHORISATION

Form: *Form: Training and mobility expenses authorization or Abroad authorization and scholarship increase*

When: **before departure**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) and U-Web Missioni for PE/CN grant beneficiaries

### ADVANCE PAYMENT REQUEST

Form: *Request for Advance Abroad*

When: **at least 10 days before departure**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it)

### PAYMENT

Total amount of estimated accommodation expenses

### REFUND REQUEST

Form: *Refund request*

When: **upon return from research trip**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) or U-Web Missioni for PE/CN grant beneficiaries

### PAYMENT

Balance/recovery of expenses incurred net of any advance payment.

### ALTERNATIVE RESEARCH TRIP REFUND

Form: *Request for Advance Abroad*

When: **at least 10 days before departure**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it)

### PAYMENT

Total amount of estimated travel expenses + 90% of lump sum as shown in Table C (Research Trip Regulations)

### REFUND REQUEST

Form: *Refund request*

When: **upon return from research trip**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) or U-Web Missioni for PE/CN grant beneficiaries

### PAYMENT

Balance/recovery of expenses incurred and alternative research trip reimbursement, net of any advance payment.

### REFUND REQUEST

Form: *Refund request*

When: **upon return from research trip**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) or U-Web Missioni for PE/CN grant beneficiaries

### PAYMENT

Amount reported.

### GRANT INCREASE (>15 days)

Form: *Abroad authorization and scholarship increase*

When: **every month**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it)

### REFUND REQUEST

Form: *Refund request*

When: **upon return from research trip**

How: e-mail to [post-lauream@poliba.it](mailto:post-lauream@poliba.it) or U-Web Missioni for PE/CN grant beneficiaries

### PAYMENT

Total amount of travel (to and from research trip destination) and accommodation expenses.