



UNIVERSITÀ DEGLI STUDI DI ROMA “FORO ITALICO”

Guidelines for the use of the "Individual Budget for Doctoral Research Activities" - Ministerial Decree (D.M.) 226/2021, Article 9, Paragraph 4

Based on the provisions of Art. 9 Paragraph 4 of D.M. 226/2021, from the first year, each PhD student, with or without a scholarship, is assured, in addition to the scholarship and within the existing financial resources in the budget, a budget for research activities in Italy and abroad with a maximum amount equal to 10% of the scholarship amount for the related year.

The budget can be used for needs consistent with the purposes of the PhD programme, in compliance with the current regulations on doctoral studies, as well as public accounting rules and university regulations.

Eligible Expenditures

1. TRAVEL EXPENSES FOR RESEARCH, both in Italy and abroad;
2. REGISTRATION FEES FOR CONFERENCES, both in Italy and abroad;
3. EXPENSES RELATED TO REGISTRATION FOR TRAINING COURSES, SUMMER OR WINTER SCHOOLS, AND LANGUAGE COURSES;
4. EXPENSES INCURRED FOR THE PURCHASE OF BIBLIOGRAPHIC MATERIAL;
5. PUBLICATION EXPENSES (the publication of the PhD student's work is decided by the academic board – *Collegio dei docenti* - which determines if the publication is functional to the PhD programme, e.g., open access);
6. PURCHASE OF INVENTORY AND LABORATORY CONSUMABLES NECESSARY FOR DOCTORAL ACTIVITIES;
7. LABORATORY ANALYSIS SERVICES (Including external services strictly related to the nature of the doctoral research).

GUIDELINES

All material purchased with the budget for doctoral research activities will remain the property of the University. The expenditure proposal must be authorized by the PhD student's Tutor and the Head of Department. The Administrative Manager, Departmental Area Coordinator, must approve the availability of funds. The budget disbursement method is analytical reimbursement. The reimbursement settlement must be preceded by the approval of the Administrative Manager, for the verification of administrative and accounting legitimacy and regularity.

Access to the individual budget is only possible following the completion of the PhD student's enrolment and not before the commencement of the course. It is not allowed to accumulate the annual budget for use in years following the first.

REQUEST AND AUTHORIZATION PROCEDURES

Appropriate forms have been prepared and published on the University's website – Individual Budget for Doctoral Research Activities D.M. 226/2021, Art. 9, paragraph. 4. All authorizations related to the budget for each year of the course must refer to purchases or activities to be carried out by the end of the same year (academic year).

AUTHORIZATION REQUEST FOR INDIVIDUAL BUDGET EXPENDITURES

To request the use of the individual budget, the PhD student must complete the appropriate request form (Annex 1), which must be submitted for authorization to the Doctoral Tutor to certify the relevance of the expenditure to the research activity, and to the Administrative Manager for the verification of fund availability.

REIMBURSEMENT REQUEST FOR INDIVIDUAL BUDGET EXPENDITURES

To obtain reimbursement for expenses incurred, the PhD student must complete the appropriate liquidation form (Annex 2), to which the original expense documents must be attached. The reimbursement request, duly approved by the Administrative Manager, along with the attachments, must be transmitted to the University's Protocol Office.

The documentation produced for reimbursement is strictly personal; payments made by third parties are not reimbursable.

Reimbursement requests must be submitted within the calendar year in which they were incurred and by the end date of the respective course.

ELIGIBLE EXPENSES

The adopted methodology is itemized reimbursement.

For travel expenses for research and conference registration fees, both in Italy and abroad, the following are reimbursable:

- **Accommodation expenses** - reimbursement occurs upon presentation of receipts/invoices exclusively in the name of the PhD student;
- **Meal expenses** - reimbursement is provided for documentation (invoice/fiscal receipt) indicating the restaurant's name, the date of consumption, the amount paid, and the reason for the expense;
- **Travel expenses** – Air/Train/Bus/Ship

The original documentation proving the incurred expense must be produced.

The extent and limits of reimbursable accommodation, meal, and travel expenses must be proportionate to the tables “A” and “B” attached to the University's Travel Regulations “[REGOLAMENTO MISSIONI](#)”, approved by the Board of Directors on 21/12/2022, Resolution no. 58, issued by Rector's Decree Rep. no. 42/2023 of 16/02/2023, effective from the same date.

For mission authorisation requests and mission expense reimbursements, specific forms must be used (Annex 3 and Annex 4).

However, for mission expenses (travel ticket and accommodation), it is possible to request booking through the travel agency which has an agreement with the University. The request must be made using the appropriate booking service request form (Annex 5). The related expenses will be deducted from the individual budget.

- **Expenses for registration to conferences, training courses, summer or winter schools, and language courses, including online** - The expense must be documented by presenting an invoice/fiscal receipt indicating the PhD student's name who registered for the event. The participation and/or attendance certificate must be attached.
- **Expenses incurred for the purchase of bibliographic material** - The expense must be documented by presenting an invoice/fiscal receipt/tax receipt.
- **Expenses for publications** - The expense must be documented by presenting an invoice/tax receipt from the publishing house exclusively in the name of the PhD student. In the case of publication with multiple authors, separate invoices are required.
- **Purchase of inventoriable items and laboratory consumables necessary for the PhD student's activities** - The expense must be documented by presenting an invoice/tax receipt exclusively in the name of the PhD student.
- **Laboratory analysis service** - The expense must be documented by presenting an invoice/tax receipt exclusively in the name of the PhD student.

The minimum reimbursed expense is €100, therefore expenses below this amount will be settled cumulatively only when reaching this threshold. Consequently, reimbursement requests below €100 cannot be submitted.

In the event of expenses exceeding €500, it is possible to request that the University Administration make the purchase directly, taking into account the time necessary for registration procedures for courses/conferences/seminars/summer and winter schools and for the procurement procedures of supplies and services. The appropriate request form must be sent to the competent offices at least 20 working days before the payment deadline; the protocol date will be considered as proof.

This document comes into effect on 20 May 2023.

In the event of any inconsistency or discrepancy between the original Italian version of this document and the English translation, the Italian version shall prevail.