



Institute of Humanities and Social Sciences

Guidelines for off-site study and research activities of the students: request for authorization and contributions

The students of the Ph.D. courses may apply for contribution to pursue their study and research activities in Italy and abroad.

BEFORE DEPARTURE (at least 30 days in advance)

The student may apply for authorization and financial support of the SNS (“contributo didattico aggiuntivo”) to carry out off-site study and/or research activities, through the form "Richiesta di autorizzazione contributi per attività di studio e ricerca fuori sede".

The form must provide all relevant information to the bodies empowered to authorize the activities and define the contribution. Additional documentation describing in detail the activity (eg external training programs that a student wishes to attend, presentation of host organizations, etc ...) may be attached to the form.

The activity must be authorized by the Coordinator of the Ph.D. course for the I year students and by the Relatore from the II year onwards. If the Relatore doesn't belong to SNS, also the Supervisor must authorize the off-site activity.

The application must be submitted **at least 30 days before the beginning of the activities**. If applications are not submitted by the deadline, the authorization to carry out the activity may be granted **but the requested contribution may not be guaranteed**.

The application form, completed and signed by the student, must be accompanied by a written authorization of the Coordinator or the Relatore (and Supervisor if necessary), also via e-mail, and submitted in PDF format to didattica.firenze@sns.it.

The application must contain the following information:

- the **place** where the activity will be carried out;
- the **length of stay** (number of days or months);
- the **reasons** (with full description of the activity to be carried out);
- an **estimate of travel expenses** (the choice of the least expensive means of transport and reduced rates will be positively evaluated);
- an **estimate of accommodation and meal costs** (to be determined separately);
- a statement specifying the amount of any **other funding** provided to the applicant by other institutions for the activity to which the application relates;

The contribution is paid in two equal installments, one before the beginning of the activity and the other one at the end. If the stay is longer than two months, the number of installments is equal to the number of months of stay. At the end of the stay the student must submit to the SNS the appropriate documentation or statement attesting that the activity has been carried out; the same is required for the payment of the final installment of the contribution.



If the length of stay is equal or greater than one month, only the portion of the contribution relating to travel expenses will be paid in advance and with a lump sum upon presentation of a cost estimate or the purchase receipt of tickets.

At the end of the activity, students are required to provide all the original documentation for expenditures, failing which the sums paid in advance by the SNS will be recovered.

The contributions for participation in **conferences** may be granted only after documentation of the **active role** of the student, unless it is submitted, with the approval of the Coordinator, a reasoned demonstration of the close relevance of the theme of the conference with the research program.

With regard to applications for participation in **courses, schools, summer schools**, please note that any request for contributions to attend language courses will be rejected if such courses are already offered by the SNS or in case they are among those proposed by the calls funded by the SNS. Requests for contributions to participate in courses already attended by the applicant in previous years will not be accepted.

Upon approval of the curriculum by the Faculty Board, students participating in the **Erasmus exchange program** may be granted an increase of the scholarship up to the amount corresponding to the reimbursement of accommodation and meals not received, currently estimated at € 500,00 per month.

Reimbursement will be made on the basis of the actual cost incurred resulting from the submitted documents. **In any case, the reimbursement will not exceed the amount indicated in the cost estimate.**

The annual contribution for each student cannot exceed € 9.000.

AT THE END OF THE ACTIVITY (within 30 days after the return)

At the end of the activity, students are required to submit the request for reimbursement of expenses using the appropriate form. Even in the case of request for reimbursement of the only flat-rate contribution which may have been granted (eg mobility grant), students are required to submit travel documents or other documentation showing the actual dates of start and end of the activity. If the reimbursement request is not received by the competent SNS office within 30 days after the end of the activity, the amounts already paid will be recovered.

The refund against receipts/invoices is done solely for expenses authorized in advance and only upon submission of the original documentation, in accordance with the reimbursement practices commonly followed by the SNS, as provided for in these guidelines.

Hence, the student requesting a refund of expenses against receipts/invoices must deliver within 30 days from the end of the activity:

1. The report on the activity and the request for reimbursement. For this purpose, please use the form provided. It is in Excel format and consists of two sheets: one contains the request and the report, the other one the list of supporting documentation for expenditures. Please note that this form must be signed by the applicant and by the Coordinator for acknowledgment.



2. The originals of all supporting documents having fiscal validity neatly **stapled on A4 sheets and divided by date and type of expense. Any document not included in the provided Excel sheet will not be considered.**

DOCUMENTATION OF EXPENDITURES

The documentation of expenses must be original and allow to identify the recipient of the amount, the date, the amount paid and the purpose of the expenditure. The documentation must also be fiscally valid and can consist of invoices or receipts. Incomplete or illegible documents will not be considered.

If the original documentation is in a foreign language other than English, French, Spanish or German, the applicant must submit under his/her responsibility a note in Italian specifying the expenditures for which reimbursement is sought.

The submission of the original documentation is not required if it is stolen or lost, in which case it must result from a report to the competent authorities. The reimbursement of expenses is based on the criterion of coincidence with the period of the authorized activity. In case of long journeys, the day before the start and the day following the end of the activity. Any additional days will be considered only in relation to the length of the journey or in case of documented affordability or documented lack of flights on the dates set.

The costs incurred in foreign currency shall be refunded at the exchange rate prevailing at the time of reimbursement.

Only the expenses related to the applicant can be refunded. If a receipt refers to the expenses incurred by several students, only one will submit the original document and apply for the refund of his/her share while others will request the payment of their shares by submitting a copy of the receipt and clearly indicating the name of the colleague who presented the original.

TRAVEL EXPENSES

Travel expenses are refundable if the place of departure is the seat of the SNS, or other locations where the student may be for other off-site activities duly authorized, or the residence of the student, if more cost-effective.

Economy class air tickets, second class train tickets (or upper class train tickets if the person proves that there is no additional cost compared to the second class) and local transport fares, even in the form of a pass, are refundable. Only in cases of absence of alternative means documented by the applicant, the SNS may reimburse taxi or personal vehicle expenses. In the latter case, prior authorization must be requested through the appropriate form.

Reimbursement of travel costs is made upon submission of the ticket and, in the case of air travel, also of the boarding pass. Travel documents issued in electronic format according to common business practices (electronic ticket, electronic boarding pass etc ...) are equivalent to the original. In the case of travel tickets that do not show the amount paid (for example, inclusive tour rates), the invoice or receipt of the travel agency that issued the ticket must be enclosed, with details of all the services included in the price paid.

As for taxi costs, in the absence of a receipt, the proof of expenditure must contain in any case the date, the vehicle identity code, the indication of the route, the amount paid and must be signed by the taxi driver.



SCUOLA
NORMALE
SUPERIORE

COSTS OF ACCOMMODATION

The accommodation expenses (hotel or similar accommodation) are refundable, with the exception of any extra charge (eg telephone, minibar, special hotel services). For long stays and if anyway more cost-effective, an apartment, boarding school or residence rental expense is eligible for reimbursement, as long as documented by valid receipt. Housing costs may include, in addition to accommodation, breakfast, half board and full board. In these cases, the expenditure limits for meals are consequently reduced.

MEALS EXPENSES

Breakfast, lunch and dinner throughout the day are refundable up to a maximum of 30 euro, also taking into account the possible availability of a kitchen. This limit is halved in the days when the period of activity lasts less than eight hours. Supermarkets receipts are eligible for reimbursement provided that any costs relating to products not clearly recognizable as food are clearly separated out and relate only to expenses incurred by the applicant.

Gratuities, whether they are clearly shown only in a credit card receipt or explicitly indicated by a sales receipt, cannot be refunded.

EXPENSES FOR EDUCATIONAL ACTIVITIES AT OTHER SNS VENUES

Students of Ph.D. programs based in Florence may apply for reimbursement of travel expenses incurred in attending the courses scheduled at the SNS seat in Pisa, provided that these courses are duly included in their study plans.

OTHER EXPENSES

If approved in advance and regularly documented, specific expenses closely related to the off-site activity may also be reimbursed: both registration fees for training activities or seminars and expenses for access to cultural institutions or events which are the subject of the off-site activity fall into this type of expenditures.