|  |  |  |
| --- | --- | --- |
| Immagine che contiene testo, Carattere, Elementi grafici, grafica  Descrizione generata automaticamente |  | **Faculty of Economics****Department of Management and Law** |

**REQUEST FOR TRAVEL AUTHORIZATION FOR PhD STUDENTS**

(Art. 4, Section 6 of the University Regulation for Travel Expenses)

**Send to the following email:** **segreteriaphd@dmd.uniroma2.it** **at least 15 days before the travel date.**

**Wait for the acceptance email**

**.**

|  |
| --- |
| TRAVEL (Art. 1, Section 2, Point b) of the Regulation Work or training activities - other than those classified as official missions - carried out outside the workplace by individuals who have a formalized relationship with the University. |

Name and Surname :…………………………………………………Tax Code: ……………………………………………

Enrolled in the PhD Program in:

□ Management - Cycle ………………………………… Year ……………

□ Theory of Contracts, Services, and Markets - Cycle ………………………………… Year ……………

asks to be authorized for a travel to the location: …………………………………………………

Start Date: ………………………………End Date: …………………………….........

Purpose of the travel: ……………………………………………………………………………………………………….

Estimated total cost: € …………………………………………………………………….

|  |
| --- |
| **REQUEST FOR AUTHORIZATION TO USE EXTRAORDINARY TRANSPORTATION VEHICLES** (Art. 8 of the Regulation)**FOR THE FOLLOWING REASON** (Providing a reason is mandatory for the use of extraordinary means of transport (Art. 8, Section 4 of the Regulation)□ **TAXI**□ Economic convenience (provide comparative elements)□ The location is not served by regular public transport or due to a public transport strike□ Particular service requirements or the need to reach the destination quickly□ Transport of delicate and/or bulky materials or equipment essential for the mission□ Routes to and from the airport or the train or intercity bus stationNote: The use of private vehicles and rental cars is not permitted |

**NOTES FOR REIMBURSEMENT:**

* **Expense reimbursement is subject to the submission of documentation justifying the travel expenses, such as a copy of the certificate of attendance, in the case of conferences, seminars, etc.**
* **Expenses are reimbursable only if the submitted documentation is provided in its original form or in electronic format.**
* **Airline tickets must be submitted together with boarding passes**

**I declare that I have read and accepted.**

Date ……………………………… Applicant’s signature

………………………………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name and Surname

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s signature

|  |
| --- |
| **SPACE RESERVED FOR THE ADMINISTRATION OFFICE**Trasferta n. …………………………………… data inserimento ................................... UPB …………………………………………………………………………………………...\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ nome cognome del Coordinatore del Dottorato VISTO SI AUTORIZZA:  Il Direttore del Dipartimento (Prof.ssa Martina Conticelli)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_firma del Coordinatore del Dottorato  |