



## F.A.Q

### MISSIONS

#### ➤ MISSION REQUEST

##### ○ ***When is it necessary to submit a mission request?***

You have to submit a mission request every time that you intend to carry out an institutional activity (attending conferences, research activities in another location, etc.) outside of your place of employment.

##### ○ ***I would like to submit a mission request, what is the procedure?***

The mission must be preceded by a request on the dedicated portal <https://unipi.u-web.cineca.it> **at least 3 working days before the date of departure**. More detailed instructions regarding how to fill out the request are available [here](#). It is fundamental to know which project funds will cover the costs. If you want to use your funds, you have to indicate the name of your project in the field “fondi di progetto”; if, instead, the project is someone else's, indicate only the name of the responsible and write the project in the note.

##### ○ ***Which documents do I have to attach to the mission request?***

You have to attach to the mission request the screenshot of the email of the Coordinator authorization and the conference program (the link is not sufficient, because often the webpage closes after the event).

##### ○ ***I would like to go on a mission and I am enrolled in a Ph.D. course at the University of Pisa in convention with another University, which is the principal location of my activity. Do I have to submit a mission request on the dedicated portal?***

**Yes**, since the Department of Computer Science of the University of Pisa is the Ph.D. Course administrative headquarters, you have to submit the mission request on the dedicated portal.

##### ○ ***Do I have to submit a mission request even if my mission involves no costs?***

**Yes**, for insurance reasons it is necessary to submit a mission request even if the mission involves no costs. You have to select the option “MISSION WITHOUT COSTS” (“MISSIONE SENZA SPESE”).

##### ○ ***Where I could find more detailed instructions regarding how to complete the mission request on the CINECA portal?***

Detailed instructions regarding how to complete the mission request and the reimbursement request are available [here](#).

##### ○ ***Does the conference registration fee have to be included in the estimated mission expenses?***

**NO**, the conference registration fee mustn't be included in the estimated mission expenses, because they are two different procedures.



- ***Is it possible to use two different types of funds to pay the mission expenses and the conference registration fee separately?***

**YES**, it is possible to cover the cost of the conference registration fee with the funds of a project/Institution, and the mission expenses with the funds of another project/Institution.

- ***The mission costs are financed by funds external to the Department of Computer Science of the University of Pisa (e.g., funds from the supervisor who belongs to another university/research institution). How can I indicate this in the mission request on the CINECA portal?***

Even if the mission expenses are covered by funds that don't belong to the University of Pisa (e.g. funds of the supervisor from another University) you have to present anyway the mission request on the dedicated portal.

You have to select the option "MISSION WITHOUT COSTS" ("MISSIONE SENZA SPESE") and in the field "NOTES" you should specify which funds will be used to cover the mission costs (e.g. "Mission financed with the funds of prof. .... of the University of...").

## ➤ REIMBURSEMENT REQUEST

- ***I have to submit a mission reimbursement request. What is the procedure?***

The reimbursement request must be submitted always on the portal <https://unipi.u-web.cineca.it> on the dedicated section. More detailed instructions are available [here](#).

- ***How I should insert the meal?***

The everyday meals must be uploaded summing the receipts of the day under the field **PASTG**. In **ITALY** can be inserted all the receipts of a single day, instead **ABROAD** can be uploaded only two receipts for each day.

- ***I have only the original paper receipts for some expenses I incurred. How should I proceed?***

All the receipts must be uploaded in a digital format on the portal during the reimbursement request. The original paper receipts have to be scanned, uploaded on the portal, and then sent to Ramona Serafini, room 397, to the Computer Science Department address:

*Dipartimento di Informatica,  
Largo B. Pontecorvo, ed. C piano 2  
56127 Pisa*

***More information regarding the mission request procedure is available [here](#)***