

**NOTICE**

**NEW REIMBURSEMENT PROCEDURE CONCERNING THE USE OF THE INDIVIDUAL RESEARCH BUDGET**

From 1/1/2023, PhD students and Research Fellows must exclusively use the email [rimborsi@unissme.it](mailto:rimborsi@unissme.it) for all the correspondence related to research expenses reimbursements.

Requests must be submitted with a **single email at the end of the activities for which the reimbursement is requested**. Only documented expenses will be processed and reimbursed.

Reimbursement requests must include:

- 1) the authorisation form signed by the area coordinator;
- 2) the liquidation form duly filled, containing, inter alia, the IBAN code;
- 3) the receipts documenting all incurred expenses.

The documentation must be submitted within 30 days from the end of the activities for which the reimbursement is requested. Please note that eligible expenses are listed in the Guidelines for the use of the individual research budget published in the annexe to this notice and available on the website (<https://www.unissme.it/it-it/la-scuola/regolamenti>), together with the forms referred to in point 1) and 2) above.

All users are invited to comply with the provisions of this notice.

The Director General  
*Ing. Ferdinando Fisciano*