**Ph.D. Student’s budget**

* All Ph.D. students (with scholarship) are allowed to spend 1.650,00 euro every year. The expenses are strictly related to scientific purposes as outlined below.
* The money will be available every year starting from February.
* The unspent money remains available for the following year, but the entire budget must be used before the end of the 3rd year

**What can you do with your budget?**

**Traveling expenses**

-Congress/course registration fees

-Hotel

-Transportation cost (train, plane, bus, car use, etc)

*NB taxis are not allowed. Only in special documented circumstances taxi costs will be reimbursed; i.e impossibility to reach the location (congress/course building, airport, train/bus station) on foot or by public transport*

-Meals

-Poster printing

For other expenses not included above ask maria.ruggeri@unimi.it

**Items you can buy**

* Material

*(consumables, antibodies, reagents, etc)*

* Services

*(university platform, software licenses, sequencing, peptide synthesis, biological material from biobanks, etc*)

* Publication costs

**Travel Expenses Reimbursement Workflow**

**Before leaving**

1. Fill out the form **“Expenses Reimbursement Approval”** and email the pdf file, signed by you and your tutor, to annalisa.bucchi@unimi.it
2. After receiving the e-mail with the approval, fill up the “Quadro A” of the form **“Missione”** and email it to maria.ruggeri@unimi.it

**On return**

1. Complete the form “**Missione**” and email it to maria.ruggeri@unimi.it

**NB** In order to get reimbursed you need to keep all the original receipts, invoices, boarding passes, train tickets, etc, and the certificate of participation to the congress/course. All these must be provided together with the “**Missione**” form.

**Expenses for Specific Experimental Needs Workflow**

1. Fill out the **“Expense for experimental needs”** form and email the pdf file, signed by you and your tutor, to annalisa.bucchi@unimi.it.
2. After receiving the e-mail with the approval, start the usual order procedure: “pre-ordine”, “determina”,” buono d’ordine”.

For any question about the procedure “pre-ordine”, “determina”,” buono d’ordine” ask maria.ruggeri@unimi.it