

## Checklist for Research Expenses

Please download your forms from the bottom-right corner section 'Missions, Research Expenses, and Absences' of the [Guidelines for SPS Researchers](#) web page which includes:

- SPS Mission and Expense Guidelines for Researchers
- Researchers' Mission Form (also to be used for research expenses)
- Research Mission & Expense Authorization
- Missions for Teaching and Admin Staff
- EUI Policy on Risk Missions

### HOW TO COMPLETE THE MISSION FORM

- **SEE section 1** for paper presentation at a conference, fieldwork and research, winter school/ summer school, exchange programme/visiting students stay in other universities
- **SEE section 2** for data-set acquisition and experiments (page 3)

### SECTION 1

#### PLACE(S) of mission

- ✓ In case of *multiple destinations*:
  - **One single mission form**: if you travel directly from one location to the other, without returning to Florence
  - **Separate mission forms**: If you return to Florence in between missions
- ✓ In case of particular *risks* related to the mission: fill in the [Risk Assessment form](#) (please enclose a copy of your passport and a copy of flight/train tickets)

#### DATE(S)

- ✓ *start and end of work dates* should reflect those indicated in the conference/ summer school programme
- ✓ *Your mission lasts more than one month?*
  - leave of absence already submitted
  - not yet submitted (see page 2 and 3 of the [Guidelines](#) for further information on how to request a leave of absence)

**PURPOSE(S) of mission:**

**I. FIELDWORK AND RESEARCH**

**II. PAPER PRESENTATION AT A CONFERENCE (in loco/via videoconference)**

Please enclose:

1. the confirmation from the conference organisers that your paper has been accepted
2. conference programme (alternatively a screenshot of the event website)

In case of cost of **REGISTRATION FEES** please also enclose:

**a) ALREADY PAID:**

1. A receipt (alternatively a confirmation email from the organizers, which indicates that the payment has been made as well as the cost of the registration fees **OR** a bank statement that indicates the title of the conference as well as the cost of the registration fees)
2. List of type and rate of the event fees

**NB:** only basic fees (excluded meals, accommodation or membership costs) will be considered

**b) NOT PAID YET:**

1. A programme/ screenshot of the event website indicating the cost of the registration fees

**NB:** Reimbursement will be made upon proof of payment

2. List of type and rate of the event fees

**NB:** only basic fees (excluded meals, accommodation or membership costs) will be considered

**III. SUMMER/ WINTER SCHOOL ATTENDANCE (in loco/via videoconference)**

Please enclose:

1. A programme
2. The approval of the Director of Graduate Studies (see page 6 of the [Guidelines](#) for further information)

In case of **registration fees/costs:** please refer to the section one “**Paper presentation at a conference**”

**IV. EXCHANGE PROGRAMME/VISITING STUDENTS STAY IN OTHER UNIVERSITIES**

Please enclose an invitation letter

**NB:**

- **Only a contribution to travel costs** is foreseen in case of exchange programme/visiting students stay in other universities.
- Mission funding is not granted for missions that take place during the leave of absence/exchange programme

## **EXPENSES:**

**Registration fee** field: Indicate the original currency amount

**Other expenses** field: Please indicate expenses different from visa costs (non-reimbursable expense) and travel/accommodation costs (estimated on the basis of the distance between Florence and the place of mission and the number of working days, respectively).

## **SECTION 2**

**PLACE(S) of mission:** please indicate N/A

**DATE(S)** please indicate N/A

**PURPOSE(S) of mission:** **Data-set acquisition OR Research Experiments**

**EXPENSES:** Please indicate the cost of the dataset/experiment in the *Other expenses* field

### **a) DATASET ACQUISITION**

First, please check the [Library Data Portal](#) for data availability. If it is not available, **you must check with the Library whether they can purchase data sets** (for further information, see the [Library Request dataset page](#))

In the case of a negative response or a partial contribution from the Library, kindly submit the *Mission Order Request Form and the Research Mission Authorization* to the Department, by attaching **the Library's answer**.

### **b) RESEARCH EXPERIMENTS**

In both case a) and b), please be reminded to:

- Describe in detail your project in the *Research Mission Authorization*
- Attach an official estimate
- Be aware that the EUI is exempt from VAT payment in case the value of goods exceeds 300 euros. Inform providers accordingly
  - *Art. 15(10) of Council Directive 77/388/CEE, modified by Art. 151, indent 1b and 2 of Council Directive 2006/112/EC and amended by Council Directive 2009/162/UE.*
- Detailed information on purchasing procedure will be provided at a later stage.
- Invoices of completed services have to be submitted by November 20th, 2020 at the latest.

Visit the EUI Ethics Committee web page <https://www.eui.eu/About/Organization/Committees/EthicsCommittee> for advice on academic / research ethics.