SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI
Via Bonomea n.265 - 34136 Trieste (Italy)
Information Technology and Computing Services

SISSA "MISSIONS" ONLINE

User's manual for the authorization and reimbursement of expenses
for scientific travel

Abstract

This manual describes how to compile the online form for "missions". It also contains instructions for the Area Coordinators, Secretaries, Assignees of funds, and Accounts Office staff. You are warmly advised to consult both the official "Regulations for reimbursement" (http://www.adm.sissa.it/_media/missioni/missions-regulations-for-scientific-travel-reimbursementx.pdf) as well as the "Guidelines for reimbursement" (http://www.adm.sissa.it/_media/missioni/guide-lines-reimbursement-2012-12-13.pdf) before submitting your request for authorization in order to avoid not being fully reimbursed for your expenses at the end of your trip.

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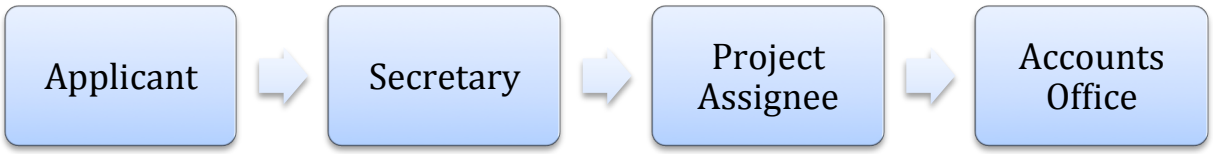
Introduction

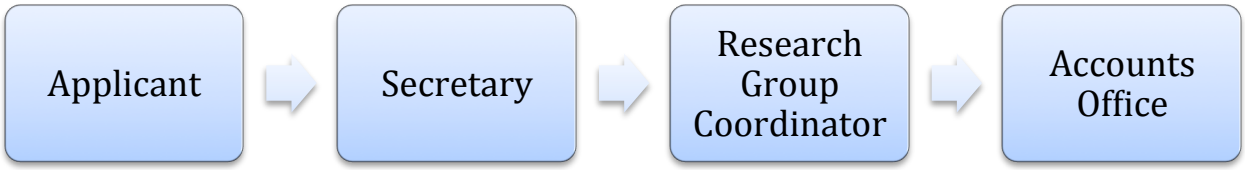
Before compiling the online request for going on a specific mission, the user should already know which funds will cover the expenditure incurred.
The application differentiates between the following classes of funds:

- Research Project funds
- Research Group funds
- Director's funds
- Interdisciplinary Lab. Director's Funds
- Central Administration funds (only for SISSA personnel)

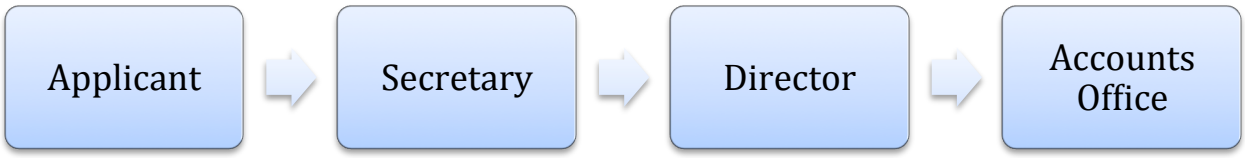
Each of these funds follows an authorization procedure consistent with the current School Financial Regulations. Here we briefly describe the chain of authorization for each type of fund.
In the case of a *Research Project* the procedure is as follows:



In the case of *Research Group* funds:

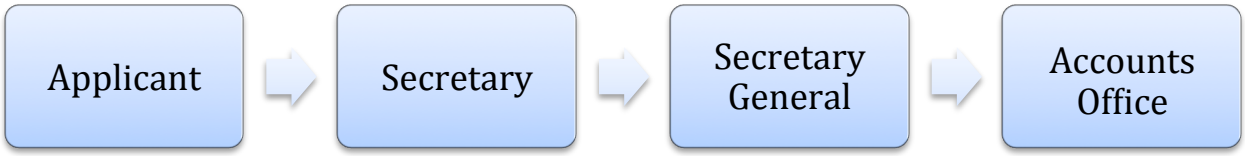


For institutional funds related to the Director of the School and the Director of the Interdisciplinary Laboratory the chain is similar:



Of course there will be different secretaries involved depending on the Director concerned.

In the case of *Central Administration* funds the chain is as follows:

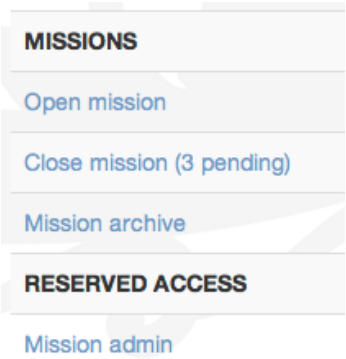


Login

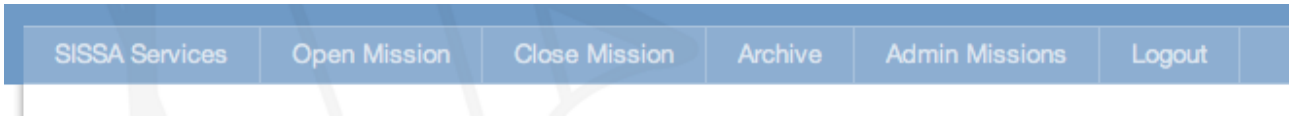
The form can be found at the link:

https://www.services.sissa.it/online/missioni/

Please note that the form should be filled in at least 7 days before departure, otherwise the software will not register your request.
It is necessary to login with the same credentials used to read your email at SISSA. After logging in, the following page will be presented:



From this page you can choose to open or close a mission or consult the archive of your missions. The same choice is given from the top menu as shown in the following Figure.



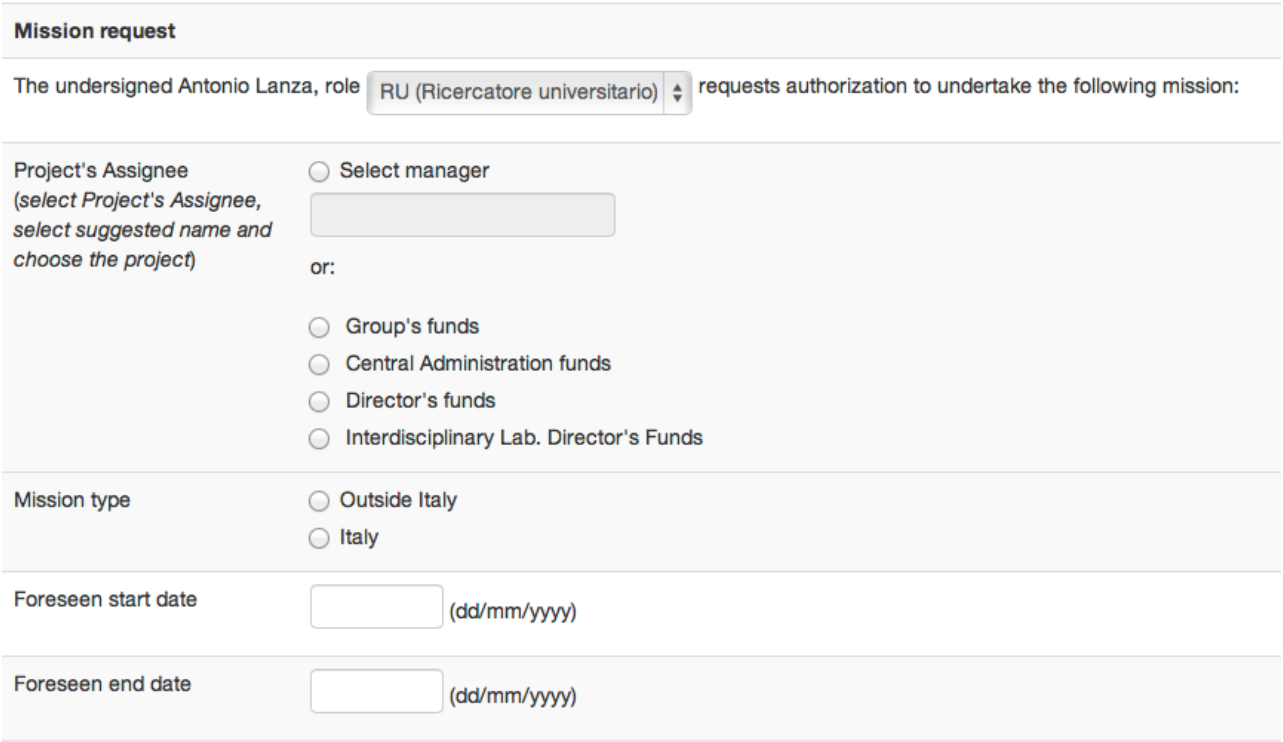
The administrative part is reserved to those roles indicated in the authorization chain described in the Introduction.

Opening a new mission form (old M1 module)

Once logged in and choosing to open a mission, the application will recognize the user and will compile the form with name and surname. As mentioned above, the user should know which funds are to be used for the mission.
The page is subdivided in sections.

Mission request section

First section of the page: from the first drop-down list (close to Name and Surname), the user should select his own role. Next, he has to indicate the type of funds to be used.



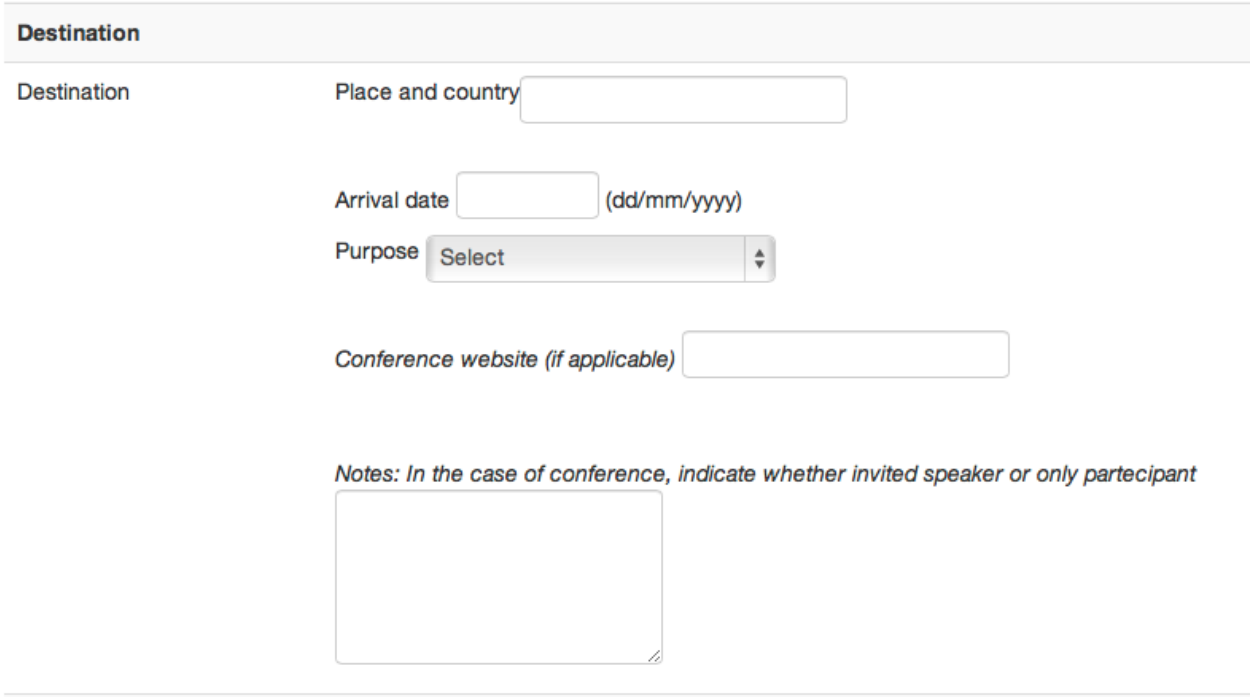
In the case of Project Funds, it is necessary to type the name of the Assignee of the funds in the field below *Select Manager* and a drop-down list of funds under the selected Assignee will be proposed. One of these should be selected.

In the case of other types of funds a different drop-down list will appear.

In the same section, the user should indicate whether he/she is requesting authorization for a mission abroad or within Italy. If abroad, the *Mission type* should be indicated as *Outside Italy.* By selecting this option, in the section called *Destination,* a new field will appear where one has to specify if an international agreement exists with the institution being visited. This section ends with the request to insert the expected dates for the mission.

Destination section

In this section, the user must specify the destination (*Place and Country*) of the mission, the expected date of arrival and the *Purpose*, the latter being selected from the drop-down list. Possible choices are: *Scientific collaboration*, *Conference* and *other*. According to the choice made an extra field input appears requiring you to specify the name of the collaborator, conference title or other.



Other information section

This section is the last page for requesting authorization for a mission. In the *Expected duration* subsection, it is necessary to specify, in terms of days, the duration of the mission. This field is not calculated automatically because, in principle, you may have an interruption in the scientific mission due to personal reasons.

Next, it is necessary to specify the *Estimated expenses*. Please remember to differentiate between conference fees and other expenses, as they are treated in a different way by the Accounts Office.
In the subsections related to transportation, the user must specify what means of transportation they are going to use. Please refer to "*Regolamento Missioni e Rimborso spese*" (Regulations for reimbursement of expenses for scientific travel) to understand the difference between "standard" means and "extraordinary" means of transportation, available on

http://www.adm.sissa.it/missioni/indice

Finally, the user must specify whether he/she is requesting an advanced payment or not.

Other information	
Expected duration	days: [ ] Indicate any planned interruptions of mission: [ ]
Estimated expenses	Conference fee: [ ] € Estimated travel expenses: [ ] € Other estimated expenses: [ ] €
Standard means of transportation	☐ train ☐ airplane ☐ bus ☐ ship/ferry

In some cases, certain categories of personnel may be authorized to use extraordinary means of transportation (check the Regulations to know which ones).

Extraordinary means of transportation	☐ own vehicle *(permission only for professors with authorization,ref. link)*
	☐ taxi
	☐ science bus

If you have to use your own car, remember to complete the authorization request form in order to have the proper insurance coverage. Click on the available link, complete the form and hand it in to your Area secretary.
This form will ask you for a few details, which will be used to calculate the cost of the reimbursement based on your car model, type of fuel and distance in Km.

Own vehicle

Car owned by

License plate Model, specify if petrol or diesel

Route *(es. "Trieste - Ronchi - Trieste")*

Foreseen km

Reason:

In this regard, declare expressly

- to absolve SISSA from any civil or criminal liability for damages that the use of the above vehicle may still cause to people or things
- that the mean is in compliance with the law and regularly covered by RC insurance
- to be in possession of a valid driver's licenrcse

○ I accept ○ I do not accept

If you need to use a taxi, the form will request information about the route to be taken and the reasons why you need to take a taxi and not a bus or train.

Extraordinary means of transportation	☐ own vehicle *(permission only for professors with authorization,ref. link)* ☑ taxi ☐ science bus
Taxi	Route (es. "Trieste - Ronchi - Trieste") Reason:

You are asked to justify the use for all extraordinary means of transportation and to provide documented proof if it is a cheaper form of travel. Please take note that Science Bus is not **free**. It can be authorized if it is more economic than using other means of transport. Prior to choose, it is necessary to consult your Area secretary.

Notes *(Justify use of extraordinary means: economy, transport bulky materials, etc.., see Regulations for Scientific Travel Reimbursement, par.8-4)*	

Finally, in this section you have to specify whether you need an advance payment or not.

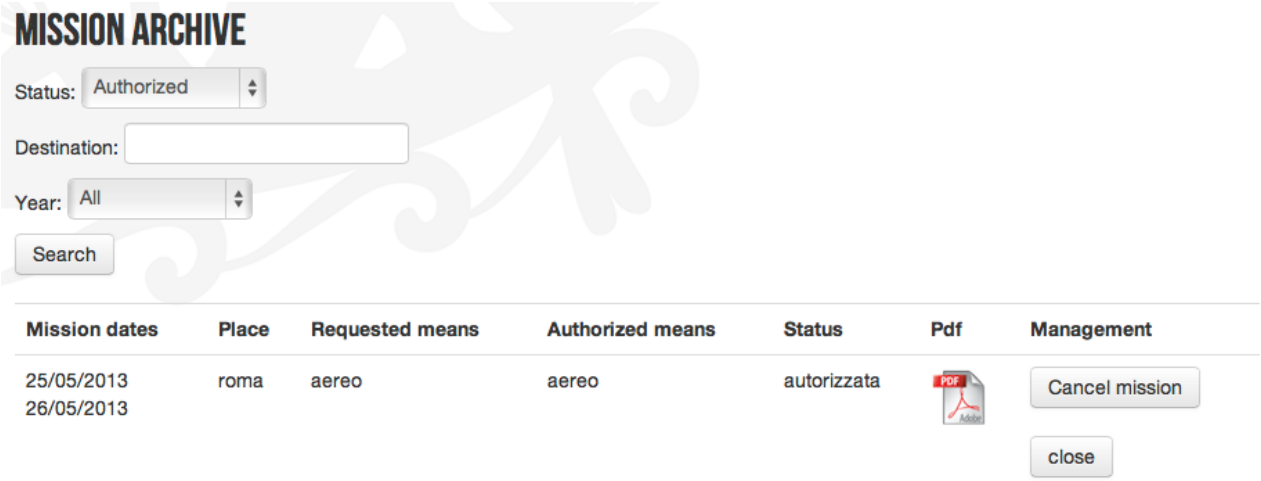
Advance (only 75% of the applicant expenses)	○ required ○ no advance payment

After completing your form, the system will send you an email acknowledging that the request has been submitted.
At the same time the secretary of your research group will receive an e-mail notification that you request to be authorized for a mission. She/he will check your form and, if correct, will validate the request which will then be authorized by the assignee of the funds you selected to use. At the end of the process you will receive an email saying that your mission has been authorized.

Closing a mission form (old M2 module)

You can close the mission online. After logging in, either choose the 'Close Mission' button in the top menu or click on the 'Close mission' link.

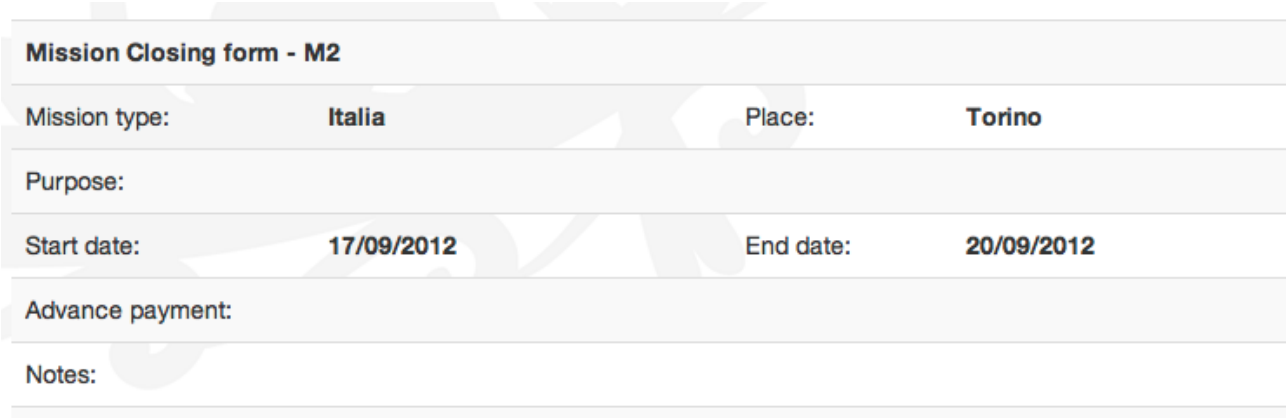
The Close Mission page is a direct link to your Archive which automatically generates a list of missions to be closed and an application to search for missions according to their status, destination and period.



Before proceeding, please be sure to have all the receipts with you.

Mission Closing Form – M2

In this section you will find a recap of all the information regarding the mission which you inserted while requesting authorization.



Required data for mission closing form

Here you have to specify the location, date and time of your departure and the location, date and time of your return. Also, it is necessary to indicate the effective duration (in days) of the mission. Please specify whether you have interrupted the mission.

Required data for mission closing form	
Departure from	location: [ ] date: [ ] (dd/mm/yyyy) - *foreseen start date 17/09/2012* time: [ ] : [ ]
Return to	location: [ ] date: [ ] (dd/mm/yyyy) - *foreseen end date 20/09/2012* time: [ ] : [ ]
Duration of the mission	days: [ ] - *expected 4* Indicate any interruptions of mission: [ ]

Means of transportation used

Please specify the means of transportation used for both outward and return journeys, as shown below.

Means of transportation used

Outward journey	☐ treno ☐ aereo ☐ bus ☐ nave/traghetto
Return journey	☐ treno ☐ aereo ☐ bus ☐ nave/traghetto

Unexpected and unauthorized use of taxi

If for some reason you need to use a taxi which was not previously authorized, you should specify the route and the reason in the space below.

Other information	☑ Unexpected and unauthorized use of taxi		
Taxi route and amount, one route per row, i.e. *Trieste - Ronchi (15€)*		Reasons why it was necessary to use a taxi	

Reimbursement request

In this section you have fill in one row (up to 40 available) for each invoice for which you request a reimbursement. Please order your documents in chronological order, and write the corresponding number on a visible part of the ticket.

Reimbursement request

Attached documents (insert in chronological order) Add row (max 40) +

Invoice date	Type of expense	Paid in advance by agency	Amount and currency
#1		Yes No	EUR - Euro
#2		Yes No	EUR - Euro
#3		Yes No	EUR - Euro

Please not that each row is automatically numbered. You now have to fill in the required data for the ticket having the corresponding number.
If you need more rows, click on the + button to get an extra row.

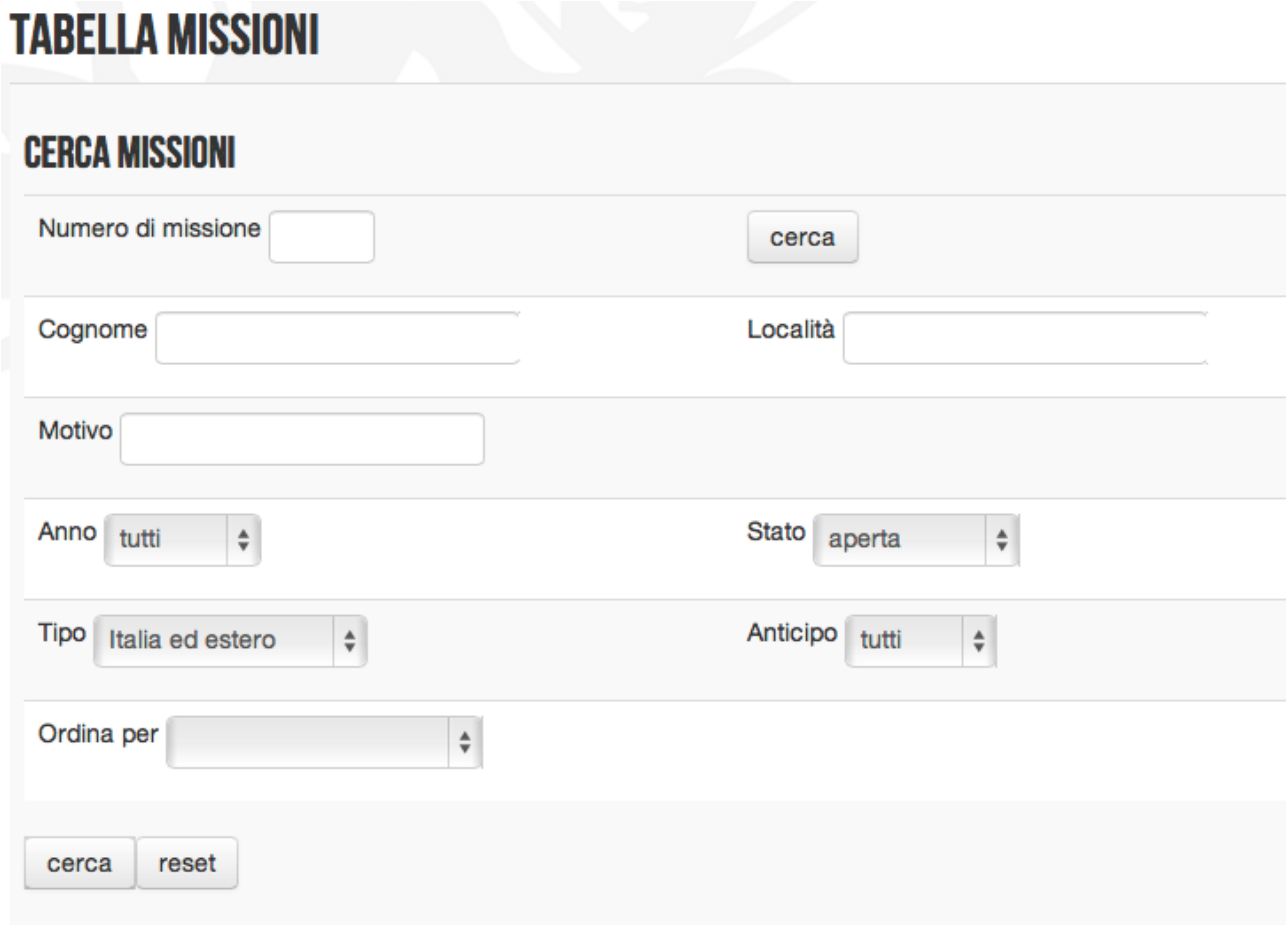
Admin Missions

This chapter is dedicated to those who handle the administrative aspects and to those who authorize the mission. It is divided into Sections according to the different roles in the authorization chain. The first step involves the secretaries, then the funds' assignees, and finally the Accounts Office.

The link to the page *Admin Missions* is accessible either from the top menu or from the page displayed just after logging in and clicking on the *Missions* link.

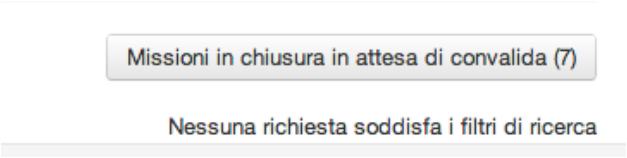
The roles are automatically recognized according to the username used to login.

Independently from your role, the first part of the page presents a form for retrieving a mission from the list according to its status (the default is 'aperta'), the surname of the applicant, the type of mission (Italy or abroad), the year and whether an advanced payment has been requested, as illustrated in the Figure below.



Secretary's role: authorize an opened mission

When the secretary logs in, just below the search form, he/she will find a button, like the one shown in the Figure below, which will notify if there are missions with "*to be closed*" status that are waiting for approval. By clicking on the button you will obtain the list of missions.



In this section we will describe the procedure that a secretary should follow in order to authorize a mission. The approval for closing a mission will be treated in the next section.
The phrase '*Nessuna richiesta soddisfa i filtri di ricerca'* is referred to the result of the default search of missions which are awaiting authorization. In this case there are no missions to be authorized.

Federico Pescarmona	21/02/2012	Nice, Francia Bardonecchia	**SI/** 14/02/2012	Federico Pescarmona SI	aperta	dettaglio
Federico Pescarmona	26/04/2012	torino	/	Guido Martinelli	aperta	dettaglio

If there are missions waiting for an authorization, a list will appear as in the above Figure. By clicking on the button *dettaglio* a page with all the details of the mission will be displayed.

The first part is a summary about the applicant.

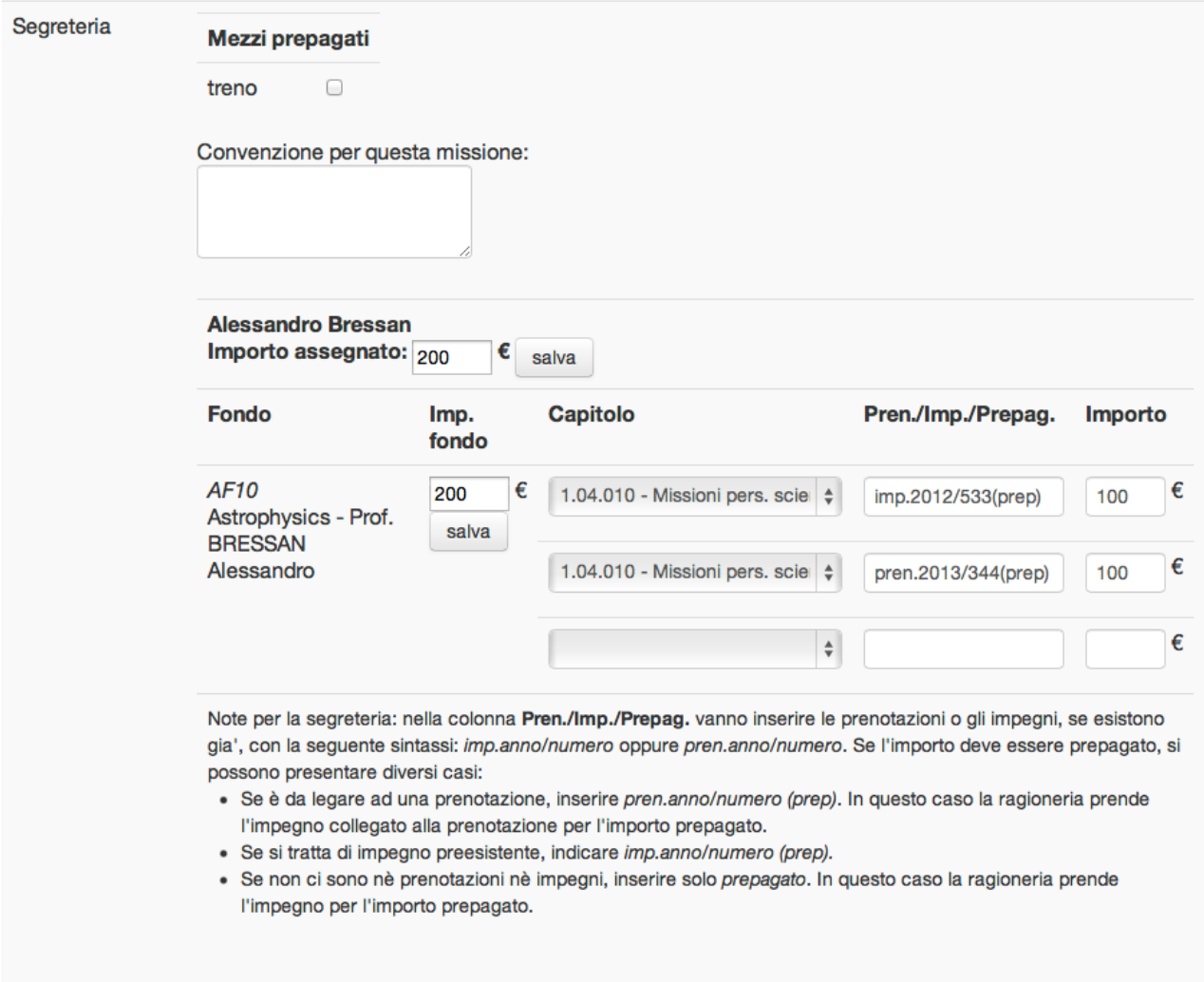
Informazioni utente	
Utente	**Antonio Lanza** **RU (Ricercatore universitario)**
email	lanza@sissa.it

The second part contains the details of the mission for which an authorization is required. Here a secretary could change the amount of expenses and put an upper limit that the applicant is authorized to spend. When these items are changed, the buttons *Salva* should be clicked otherwise the amounts will not be saved. There are three "*Salva"* buttons in the pages and all of them should be clicked. If the amounts inserted by the applicant are correct, then no action is required in this section.

Dettagli Apertura Missione			
Data di apertura	12/03/2013	Periodo	**viaggio dal 25/05/2013 al 26/05/2013** **2 gg. previsti di missione**
Destinazione #1	**Roma** 25/05/2013	Motivo	**Collaborazione scientifica** **Collaboratore: ddd**
Spese previste	Conference fee 0.00 € A carico del richiedente 100.00 € Spesa di viaggio prevista 200.00 € Salva		
Richiesta di avvalersi dell'agenzia viaggi	Treno: NO Aereo: NO Albergo: NO Noleggio: NO		
Anticipo	no		
Mezzi richiesti	aereo	Mezzi da autorizzare	
Note			

The next section regards the authorization. Here it is possible to indicate whether the means of transportation should be paid in advance or not. The indication of the *Capitolo*, *Pren./Imp./Prepag.* and *Importo* is most important. Once these are specified, the button *salva* has to be clicked.
In particular, in the column **Pren./Imp./Prepag** one should insert the so-called *prenotazioni* or *impegni*, if they already exist, with the following syntax: *imp.anno/numero* or *pren.anno/numero*. If the expense should be paid in advance, than one should differentiate the input of data should be done according to the following:

- If the expense has to be linked with a *prenotazione,* one should insert *pren.anno/numero (prep)*. In this case, the account office will register an *impegno* linked to the *prenotazione* number specified for the expense that should be paid in advance.
- In the case of a preexistent *impegno*, one should insert: *imp.anno/numero(prep).*
- If no *prenotazioni* or *impegni*, do exist, one should insert only *prepagato* . In this case, the account office will register an *impegno* for the amount that should be paid in advance.



In the following part the secretary can insert notes for the next role in the chain of authorization.

Note per Alessandro Bressan *(verranno inviate all'autorizzazione finale)*:

Note per la Ragioneria:

Tetto di spesa *(verrà automaticamente comunicato all'utente)*: €

Note *(verranno inviate all'utente al momento dell'autorizzazione)*:

If the request is correct, authorization by the secretary can be given by clicking the button *SI.* Selecting *NO,* will deny authorization. In both cases an email will be sent to the applicant. In the case of positive validation, the Assignee of the funds will receive an email containing a link and a note saying that there is a request waiting for authorization.

Convalida: SI NO

Salva senza convalidare

The last part is a recap of the status of the request with respect to the other roles involved.

Responsabile Fondo

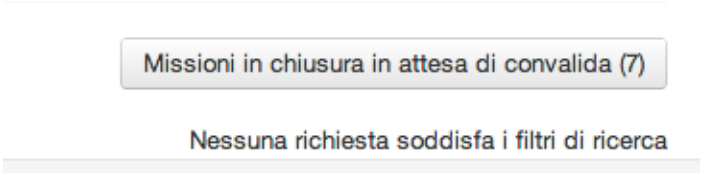
Fondi di settore - Alessandro Bressan 200 €
in attesa di autorizzazione

Fondo	Imp. fondo	Capitolo	Prenotazione	Importo
AF10 Astrophysics - Prof. BRESSAN Alessandro	200 €	1.04.010	imp.2012/533(prep)	100 €
		1.04.010	pren.2013/344(prep)	100 €

Finally, you can download a pdf format of the request or go back to the list of missions.

Secretary's role: validate a closed mission

By clicking on the button shown in the next Figure, you will obtain the list of missions *to be closed* status that are waiting for approval:



The list presents the details of the mission, a button *dettaglio,* and a link for downloading a pdf file which contains the request.

Utente	Data partenza	Destinaz.	Anticipo	Conv. Seg./Rag.	Conv. Resp.	Conv. Coord.	Stato	Gestione	Pdf
Antonio Lanza	25/01/2012	Torino	no	**SI/SI** 17/01/2012	Antonio Lanza SI	SI	chiusa	0002/12 dettaglio	
Antonio Lanza	19/03/2012	Milano	no	**SI/SI** 11/02/2012	Antonio Lanza SI	SI	chiusa	0001/12 dettaglio	

By clicking on *dettaglio*, the application will show the page relative to the mission which is awaiting validation.
The first part, as usual shows information about the applicant.

Informazioni utente	
Utente	**Antonio Lanza** **RU (Ricercatore universitario)**
email	lanza@sissa.it

The second part regards the details given during the opening of the mission. Here no action is required.

Dettagli Apertura Missione 0002/12			
Data di apertura	17/01/2012	Periodo	**viaggio dal 25/01/2012 al 26/01/2012** **2 gg. previsti di missione**
Spese previste	Conference fee 0.00 € A carico del richiedente 400.00 € Spesa di viaggio prevista 0.00 € Totale 400 €		
Richiesta di avvalersi dell'agenzia viaggi	Treno: NO Aereo: NO Albergo: NO Noleggio: NO		
Anticipo	no		
Mezzi richiesti	treno	Mezzi da autorizzare	
Note			

The next part is regards the authorizations that were preliminarily given, and no action is required here unless it is important to notify an Agreement not previously indicated.

Autorizzazioni	
Segreteria	**SI** 17/01/2012 **Tetto di spesa: €** **Mezzi prepagati** treno no Convenzione per questa missione:
Ragioneria	SI 11/02/2012
Responsabile Fondo	Fondi di progetto - Antonio Lanza 400 € **SI** 17/01/2012
Coordinatore	SI

Fondo	**Imp. fondo**	**Capitolo**	**Prenotazione**	**Importo**
581 PRIN 2008 - Dott. Lanza	400 €	F.S.1.04.010		400 €

The next part is where some action is required. Here the financial details are listed. If everything is correct , then it is sufficient to click the *Segnala liquidazione* button.

Dettagli chiusura missione

Data chiusura	15/03/2012		
Partenza	25/01/2012 6:50 Trieste	Ritorno	26/01/2012 21:50 Trieste Durata missione **2** giorni
Eventuali interruzioni di missione			
Mezzi autorizzati	treno		
Mezzi andata	treno	Mezzi ritorno	treno

Note spese

Data	Descrizione	Importo	Importo in €	Anticipato da agenzia
25/01/2012	Treno	120 EUR	120	No
26/01/2012	treno	120 EUR	120	No

Totale: 240 €

Note dell'utente

Chiusura

Anomalie e altre note per i responsabili:

Invia ai responsabili

Liquidazione

Note *(verranno memorizzate nel database)*:

Segnala liquidazione

In the case of problems, it is possible to send a note either to the Assignee or to the Accounts Office.

Finally, you can download a pdf format of the request or go back to the list of missions.

Torna alla tabella missioni

Assignee's role: authorize an opened mission

The Assignee of the fund will receive an email notifying that there is a mission awaiting authorization, with a link in the body of the message to the "Mission Online" application. After logging in, in the Admin Mission section, the Assignee will find a list of missions that should be authorized. By clicking on the *dettaglio* button for each mission, the page containing all the details will be shown. The only action required for this role is the validation in the *Autorizzazioni* part related to *Responsabile Fondo* as shown in the following Figure

Responsabile Fondo

Fondo	Imp. fondo	Capitolo	Prenotazione	Importo
AF10 Astrophysics - Prof. BRESSAN Alessandro	400 €	1.04.010	11/2013	400 €

Note per la Segreteria:

Note *(verranno inviate all'utente al momento dell'autorizzazione)*:

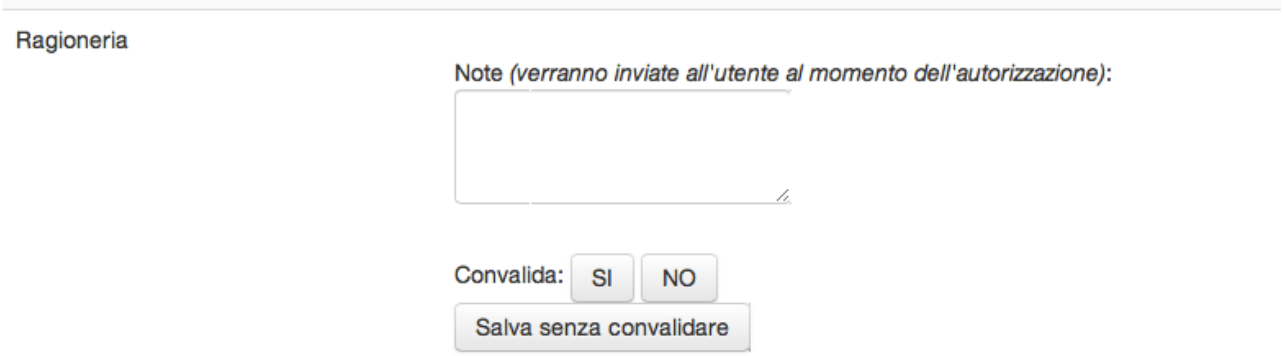
Convalida: SI NO

Salva senza convalidare

It is possible to insert notes which will be addressed to the Secretary or to the Applicant via email.
After validation, an email will be sent to the Accounts Office notifying that an application is awaiting validation.

Accounts Office role: validate an opened mission

The role of the Accounts Office is to validate the procedure at the end of the authorization chain. This is done on the page reserved to the Accounts Office by clicking *SI.*



By clicking *SI*, the authorization chain is concluded. A final email will be sent to the Applicant.