Brief Guide -U-WEB Missions

MISSION AUTHORIZATION REQUEST

Connecting to [U-WEB Missioni](#)
Access to the programme is via your University credential

Process Stages

Before going on a mission, the applicant must log on to the U-web Missions form at the provided address and enter the details of the mission in order to obtain prior authorisation. As provided for in the regulations, authorizations for missions and the use of funds must normally be issued within 48 hours of the mission's start time to allow for authorization within the set timeframe.

<u>NOTE: The system does not allow requests to be entered retrospectively</u>.

Mission Request (Doctoral)
The applicant who is to go on a mission must, before departing for the mission:
Access [U-WEB Missioni -](#)   https://unimi.u-web.cineca.it
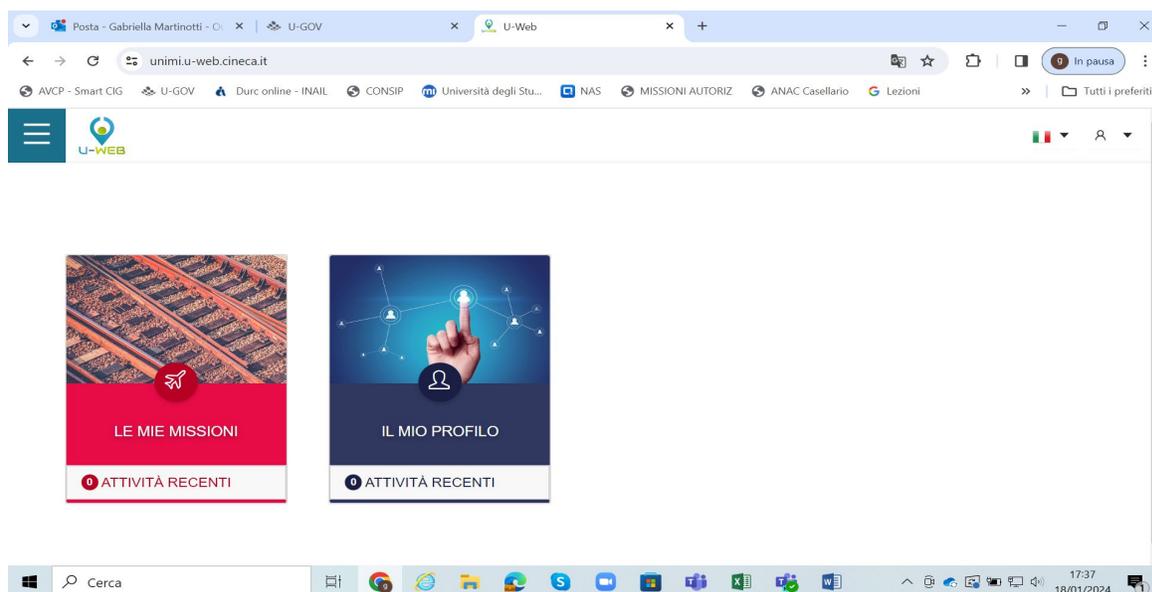
- Click on LE MIE MISSIONI
- Click on *'+ Nuova richiesta'*
- Enter the mission data and planned expenses
- Click on request for authorisation to carry out the mission

When entering a new request, the system will present a form in which to indicate the mission destination data. The place of departure is preset to Milan (modifiable)

Once the required data have been entered, which may be entered as estimates and later modified with accurate data after the mission, the system will prompt you to complete the 'Mission' section, as shown in the figure.

Once the destination data have been entered, the other fields in the '**Mission**' section must be filled in:

Request Type	☐ **FSTRU - Funds of its structure (for departments this means the endowment)** ☐ **FALST - Funds from other structure (if paying other department e.g. PNRR managed by different structure or with funds from central administration)** ☐ **FPROG – Project funds: PhD endowment or Supervisor's projects**
Responsible	in the Responsible section indicate Coordinator if PhD project or Supervisor for research project
Project	<u>Field to be completed only for request type 'FPROG';</u> **the field must be filled in by indicating the project on which the mission costs will be borne. Only active projects will be shown which are in the hands of the person in charge who has been valorised in the appropriate field and for which the applicant is included among the human resources associated with the project it self..**
Work Unit	The field will only be presented as mandatory if the selected **project** has associated Work Units - Workpackage)

Motivation	**Mandatory field.** Free description, indicate the reason for the mission.
Notes	**Optional field.** Free field in which to provide further details referring to the mission. For example, if using structure funds, indicate which projects are being referred to or for which degree course the mission is related to.
Refund modalities	**Mandatory field.** Indicate the type of expense reimbursement you wish to use. There are two options: 'List of expenses incurred (footer)', or 'Flat-rate allowance and travel expenses only'. This second option can only be selected by employees and for missions abroad exceeding 12 hours. The system automatically values the first option, which can be modified by the applicant
Mission without cost	**Optional field.** Activate this flag if no expenses are expected to be incurred during the mission and no reimbursement is requested. Even if the flag is activated, it will be possible to enter expenses when reporting if necessary. The procedure to be followed when the MISSION (which must always be requested for INSURANCE reasons) does not provide for reimbursement of expenses: select in the REQUEST TYPE field the item **FSTRU - FUNDING OF YOUR STRUCTURE**, as shown below
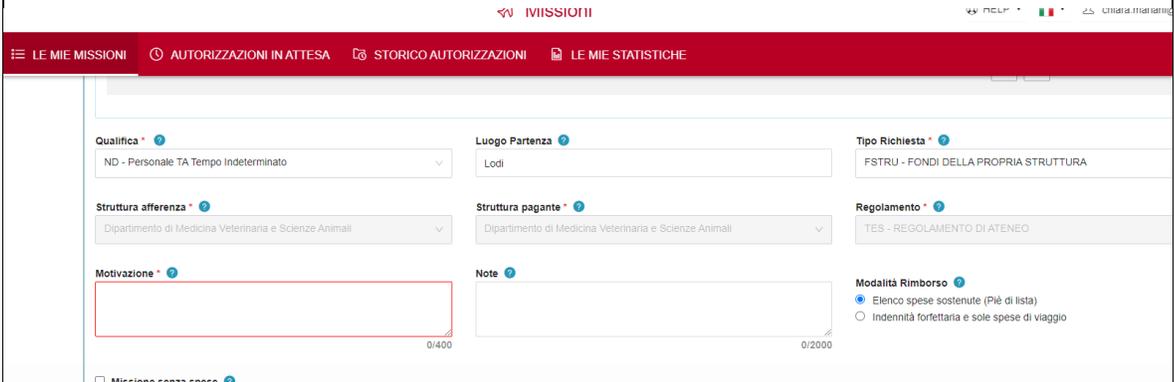
Next section: '**Extraordinary means**' must be indicate if you need to request the use of one or more extraordinary means to carry out the mission (own car, hired car, taxi).

For using departmental means tick on 'Own car' and specify in the NOTES field that you are using departmental means.

Entering then the '**Estimated Expenses**' section, the system will present a mask that will allow you to detail the expenses you are supposed to incur in the estimate, you must click the 'Add' button. If it is not possible to indicate the details of the expenses in the estimate, the system will allow the insertion of an estimated total amount for the expenses to be borne by the applicant.

The '**OK**' button must be clicked on to confirm the expense entry.

Using the icons beside each entry, you can view, modify, or delete the individual expense.

Mission authorisation

Two authorisations are required: Authorisation to carry out the mission (to ensure adequate insurance coverage), which must be provided by the Department Director; the second is the use of the budget, which must be provided by the person responsible according to the type of request selected or the project involved.

3

The system identifies and contacts the managers by e-mail, informing them of the documents awaiting authorisation.
Each manager involved in the mission authorisation proceeds to authorise, refuse or ask to re-evaluate the mission request for the part under his responsibility.
Managers may be involved in the authorisation process at two different moments:
1. to go on mission
2. to reimburse expenses incurred

Upon returning from a mission:
- Log back into U-WEB Missioni to declare whether the mission was carried out, whether it was not carried out or whether it was a zero cost mission.
- If the mission was carried out, the person will request settlement by entering the various expenditure fields and scanning the supporting documents.
  You will have to inform your administrative contact person that you have proceeded with the reimbursement request.

N.B.: In order to be reimbursed for the mission, must be necessary to hand over all the original receipts of expenses to the Administrative Referent of the Doctorate - Ms Rosanna Balsamo (amministrazione.vas@unimi.it).