**CONFERENCE/COURSE REGISTRATION FEE PAYMENT REQUEST**

**TO BE PAID BY THE PhD STUDENT’S RESEARCH ACTIVITY BUDGET**

Padova, *\_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_\_\_\_*

To the Head of the

Department of Industrial Engineering

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a ***Ph.D. student*** (supervisor prof./ing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)asks for the payment to be paid by her/his Ph.D. student’s research activity budget, of the amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in favour of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by the payment method:

* bank transfer (specify IBAN or foreign bank account details) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* department credit card

as a registration fee for the Conference/Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for which is NOT expected a travelling activity (“mission”).

The payment of the registration fee must be done before *\_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_\_*

PhD Student (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Fund responsible, the Curricula Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachments:

• FLYER AND CONFERENCE/COURSE PROGRAM

• COPY OF THE REGISTRATION PAGE

**ATTENTION: as soon as the signatures have been retrieved, the PhD student must open a ticket in the section "SERVIZI CONTABILI:3 Missioni" (see helpdesk FAQ) at** [**https://helpdesk.dii.unipd.it**](https://helpdesk.dii.unipd.it)**, and upload a single pdf file including the scan of the form and the attachments.**

**ATTENTION: if a travelling is expected, it is mandatory to ask for mission approval in the SIT (**[**https://portal.cca.unipd.it/sit**](https://portal.cca.unipd.it/sit)**). In that case this module MUST NOT be used, and the payment of the registration fee is possible via:**

**a)by asking the emission of the virtual credit card Airplus in the SIT to be used in the online payment, or**

**b)after the mission approval, open a ticket in section "SERVIZI CONTABILI:3 Missioni" (see helpdesk FAQ) at** [**https://helpdesk.dii.unipd.it**](https://helpdesk.dii.unipd.it) **, and upload a single pdf file with the instructions for the bank transfer.**