

Request for approval of traveling abroad on duty
Funded by a research account
(To finance travel from a Technion travel fund, a separate form must be submitted)

To: Executive Vice President for Academic Affairs (Faculty)
Executive Vice President for Research (Research Staff, Technion employees, TRDF academic staff, students)
TRDF Director (TRDF management team, TRDF employees)

From: _____ Unit: _____ Rank/Position: _____

Internal Phone number: _____ I.D. number _____

Departure date: _____ Return date: _____ Country: _____

The purpose of the journey: (please specify both **dates** and **locations**)

(A) Scientific / professional training (for a short period); (B) Participation and / or presents at conference; (C) Professional visit; (D) Research collaboration

Substitute lecturer _____ Course _____

Days & hours of lecture _____ Date of examination _____

According to Income Tax regulations, travel expenses, including Per Diem, will be eligible only if actually incurred and were not funded by other sources. Accordingly, the traveler shall declare:

I shall receive funding / hosting for accommodation / ticket / other (please specify)

I will not receive funding from another source

The traveler's signature: _____ Date: _____

Per Diem is approved from _____ to _____

Please fill in the applicant's bank account details (for people who do not receive a salary from TRDF / Technion)

Bank name _____ Branch number _____ Account number _____

Approvals

Approved by the Head of Department's _____ Date _____

Approved by the Executive Vice President for Academic Affairs / Managing Director _____ Date _____

Stipend receiving graduate students should attach a "Request form for absence approval from the Technion for Stipend receiving Graduate students" signed by the Dean of the Graduate School.

Approved by the Executive Vice President for Research _____ Date _____

Remarks: _____

Remarks:

- **Students and employees must attach a letter from a faculty member explaining the purpose of the travel, and other applicable documents, including the agenda of the conference or professional tour.**
- **Please verify that all the necessary information, especially the necessary signatures, is entered in this form in full, in order to prevent delay in processing the application.**

The detailed travel budget:

Flights expenses (will be paid directly to the travel agent) _____		\$ _____
	Travel Agent Name*	
Ground transportation expenses (including traveling to and from the airport)		\$ _____
Conference registration fees will be paid by TRDF Yes / No		\$ _____
Hotels	_____ Nights	\$ _____
Per Diem for hotel days in countries with a regular tariff (75\$ per day)	_____ Days	\$ _____
Or		
Per Diem for hotel days in preferred countries** (93.75\$ per day)	_____ Days	\$ _____
Per Diem for days without lodging receipts in countries with regular tariff (125\$)	_____ Days	\$ _____
Or		
Per Diem for days without lodging receipts in preferred countries** (156.25\$)	_____ Days	\$ _____
Car rental (up to 56\$ per day) - Invoice and rental contract should be provided	_____ Days	\$ _____
Others		\$ _____
	TOTAL	\$ _____

*Travel funded by internal grants/Technion grants should be processed by one of the travel agencies that won the Technion Tender.

** The list of countries with enlarged Per Diem tariff:

Angola, Australia, Austria, Belgium, Britain, Cameroon, Canada, Denmark, Dubai, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Korea, Luxembourg, Netherlands, Norway, Oman, Qatar, Spain, Sweden, Switzerland, Taiwan.

Sources of funding:

Advanced Study Fund (KEREN HISHTALMUT) at the Technion / TRDF (please specify for what purpose)

Per Diem _____ Days

Airfare

Other (specify) _____

--You must submit a separate application to the Technion / TRDF for funding the travel from an Advanced Study Fund (KEREN HISHTALMUT).

The requested amount:

From Research account
Number (1) _____ Signature of budget supervisor _____ \$ _____
sum

Number (2) _____ Signature of budget supervisor _____ \$ _____
sum

Other source (please specify) _____ Signature of the authorized signatory _____ \$ _____
sum

In EC budget, taxes will be charged to the HECHZERIM account, up to \$ 500.

If you would like to charge another account please specify _____

Remarks:

For research coordinator's approval:

Name of funding entity 1. _____ from research account no. _____ GL _____
Line no. in the payment commitment sum approved for the travel: in \$ _____ in NIS _____
The research coordinator signature: _____

Funding type 2. _____ from research account no. _____ GL _____
Line no. in the payment commitment sum approved for the travel: in \$ _____ in NIS _____
The research coordinator signature: _____ Date: _____

Commitment no.: _____

Further remarks: _____

TRDF comptroller's approval:

Signature: _____ Date: _____
TRDF comptroller