# Technion - Israel Institute of Technology Technion Research & Development Foundation Ltd.

(Please submit the form one month before the travel date)

# 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)

**Graduate Students (MSc/Phd)- Please use the updated form** [**“Graduate students' travel abroad/absence from Technion”**](file:///C%3A%5CUsers%5Cpmiri%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CSY8XVXGU%5CGraduate-students-travel-abroad_absence-from-Technion-for-scholarship-recipients-form-Except-for-the-International-Science-Liaison-Fund.docx)

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 Days & hours of lecture

Course 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

 **Plea se fil l in the appl icant ’s bank account deta ils ( for people who do not receive a salary from TRDF / Technion)**

Bank name Branch number

## Approvals

Account number

Approved by the Head of Department's Date Approved by the Executive Vice President for Academic Affairs / Managing Director \_\_ \_ Date\_

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 Agency 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 (97$ per day) |  \_Days | $  |
| Or |
| Per Diem for hotel days in preferred countries\*\* (121$ per day) |  \_Days | $  |
| Per Diem for days without lodging receipts in countries with regular tariff (162$) |  \_Days | $  |
| Or |
| Per Diem for days without lodging receipts in preferred countries\*\* (202$) |  \_Days | $  |
| Car rental (up to 76$ 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:

## Commitment no.:

Date:

Further remarks:

## TRDF comptroller's approval:

Signature:

TRDF comptroller

Date: