

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 (71\$ per day)	_____ Days	\$ _____
Or		
Per Diem for hotel days in preferred countries** (88.75\$ per day)	_____ Days	\$ _____
Per Diem for days without lodging receipts in countries with regular tariff (120\$)	_____ Days	\$ _____
Or		
Per Diem for days without lodging receipts in preferred countries** (150\$)	_____ 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