



Short guide for travelers

Here is a list of documents to save for your travel expense report.

✓ Conference

Conference program + confirmation of payment of the registration fees + tag/confirmation of participation

✓ Flight

E-ticket + original boarding passes

✓ If the flight was ordered online

Ticket order confirmation + proof of payment

✓ Hotel

Invoice+receipt from the hotel

✓ Per diem

No receipts are required, an institutionally established rate is used.

✓ Public transportation

Invoices/receipts, original tickets

✓ Car rental

If the car was rented in Israel, the rental agreement is required, as well as the tax invoice issued in the name of the traveler. Receipts for additional expenses (fuel, tolls, parking etc.) are also required.

✓ Insurance

Insurance policy + receipt

Upon your return to Israel, you must submit these documents to the Department of Finance.

Have a pleasant journey!