

Guideline: 2.15

14.05.2007

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## **GUIDELINE FOR UNAUTHORIZED EXPENSES ON RESEARCH AUTHORITY BUDGETS**

No expense may be authorized that constitutes a personal benefit for the researcher on a Research Authority budget.

Any request that deviates from the guidelines, instructions, or proper administrative regulations shall not be authorized, even if the supplier has already fulfilled his obligation to the party requesting authorization.

Expenses for people who have no connection to research budgets and do not have a defined status at the Technion/TRDF shall not be authorized. These include: researchers from another university, research partners from a business company, graduate students who completed their studies at the Technion over 2 years ago, etc.

Unauthorized expenses include:

- **Audio and sound devices** (e.g. radio, recording devices, any device that is not for the purpose of conducting research)
- **Smart watch** (that is not required for experimental purposes)
- **Electronic book reader**
- **Overseas travel guides** and non-professional literature
- **Subscription to a non-scientific magazine**
- Refund for expenses for an **invoice in an unknown, non-translated language**
- **Gifts for employees, guests, overseas hosts, members of a research group** (including any parting gifts) etc. Allowed expenses according to guideline 4.1 "Guideline for Expense Reimbursement and Petty Cash": flower bouquets in honor of a birth or, G-d forbid, a death.
- **Refund for hospitality expenses, such as tickets to a museum, cable car, etc.**
- **Refund for gas expenses for guest/lecturer or for people with no connection to research budgets**
- **Refund for public transportation expenses from one's home to the Technion and back** for employees and faculty
- **Car rental within Israel, except for unusual cases** such as a conference in Eilat or the Dead Sea, or an experiment that was budgeted with external funding, in a location that is far from the Technion, and with the condition that the expense is explicitly authorized by the funding party. In such cases, the car rental should be made through the Technion's Vehicle Department. This expense is not recognized for tax purposes, and therefore the budget will be charged for VAT and excess tax ("odfat").

- **Refunds for accommodations and other expenses incurred in Israel or internationally of family members or travel companions of the researcher/faculty member/authorized traveler.** It is permissible to purchase food items for the guest's initial arrival up to 100 NIS.
- **Sleeping accommodations in Israel for faculty members/employees/research group members, that are not within the framework of a conference, research cooperation or training.** As well, sleeping accommodations in the Forcheimer Guest House will not be permitted. It is not allowed to provide a TRDF budget as a "back-up" on a Forcheimer accommodation form, even in the event that the researcher commits to pay from their own funds. It should be emphasized that accommodation days in the framework of a conference/training in Israel does not include the day/night before or after the period of the conference.
- **Travel expenses of faculty members/employees/graduate students for activities that are not research related**, for example the "Leaders in Academia" program
- **Expenses for Technion employees:** every expense is contingent upon the authorization of the Faculty Dean and the Technion's HR Department Manager (expenses such as training, participation in conferences, etc.)
- **Payment of student tuition for a bachelor's degree or for students at other institutions**
- **Payment of student tuition for advanced degrees, that is not part of the stipend payment**
- **Funding of commercial units**
- **Prizes or merit scholarships** are to be charged to Technion budgets. Student prizes from a Faculty Research Day will be funded from the ongoing faculty budget that is managed at the Technion. Approval for this will be provided by the Technion's Deputy Director General for Finance.
- **Research camp** for students/pupils from Israel and internationally
- **Conference participation for bachelor's degree students will not be allowed.** All exception requests, which detail the significant contribution of the student to the research and their part in composing an article that will be presented at the conference, will be forwarded in advance for approval of the Director of the Research Authority.
- **Foreign students in the framework of the Technion's International School are not entitled to financial support for conferences** or any other expense, except for stipend payment in the framework of a research practicum.
- **Foreign language courses** or courses that do not contribute to research
- It is not permitted to fund **faculty meetings** (that are not in the framework of research cooperation).
- It is not permitted to fund **coffee capsules**. In the event that the researcher hosts many guests during the year, or very important guests, purchases of up to 300 NIS a year will be allowed from a flexible (not hechzerim) budget, with the attachment of a letter of explanation from the researcher.
- **Light refreshments for research group meetings will be allowed in accordance with Tax Authority rules:** cold and hot drinks, cookies and the like,

as well as seasonal fruit and vegetables up to the per person tariff that will be determined from time to time at TRDF. These expenses are allowed only on flexible budgets (not hechzerim). A hosting expense reimbursement form should be attached that includes a list of attendees. The expense is not recognized for tax purposes and therefore the budget will be charged VAT and excess tax ("odfat").

- **Disposable utensils**
- **Payment of a faculty member for giving a lecture or consultation**
- As of the date of 1.11.22 **the funding of ADSL and internet services in the researcher's home is cancelled**, as well funding of a **router** and all peripheral equipment related to internet in the researcher's home.
- **Patent expenses and expenses for activities to protect intellectual property**, except for externally funded research that has budgeted for these expenses and the funder has approved them
- **Vehicle entrance tags** to the Technion
- **Protective covers/sleeves for laptops** are not allowed. The purchase is permitted at a low cost in the event it is acquired together with the computer.
- **Wikipedia editing privileges**
- **Furniture expenses**: sofas or other office furniture that deviates from the norm may not be purchased. Furniture for the office or any other type of furniture may not be purchased for a researcher's home.
- **A chair for a faculty member is allowed according to the guidelines** for purchasing equipment and furniture 2.8 and up to the ceiling amount noted in the guideline. The faculty member must attach a letter explaining the need for this expense.
- It is not allowed to purchase a **chair or office furniture for a new faculty member**. Funding will be provided by the researcher's equipment budget or the Technion faculty budget.

In the event of any doubt, the researcher should attach an explanation of the nature of the expense.

For any exception case, contact the Research Authority Director in advance for authorization.

Sincerely,



Rita Bruckstein  
Director, Research Authority