

(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”](#)**

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 \_\_\_\_\_

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 <b>will be paid by TRDF Yes / No</b>		\$ _____
Hotels (up to 355\$ per night in countries with a regular tariff, up to 443\$ per night in preferred countries)	_____ Nights	\$ _____
Per Diem for hotel days in countries with a regular tariff (100\$ per day)	_____ Days	\$ _____
Or		
Per Diem for hotel days in preferred countries** (125\$ per day)	_____ Days	\$ _____
Per Diem for days without lodging receipts in countries with regular tariff (167\$)	_____ Days	\$ _____
Or		
Per Diem for days without lodging receipts in preferred countries** (209\$)	_____ Days	\$ _____
Car rental (up to 78\$ per day) - Invoice and rental contract should be provided	_____ Days	\$ _____
Others		\$ _____
	<b>TOTAL</b>	\$ _____

\*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:

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**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