

Travel expenses report form – TRV-

Faculty: _____ Name: _____ ID: _____ Phone: _____
Email: _____ Date of departure: _____ Date of return: _____

Fill in the form and **attach permits and certificates accordance with the instructions** for completing the form on the next page.

In the report, all travel expenses should be marked, including those paid in advance.

1. Flight ticket (Attach original boarding passes and required approvals as directed)

- ☐ Flight ticket was paid directly to the travel agency by the University.
☐ I purchased the ticket independently from a travel agency or via the Internet.
☐ I purchased the ticket independently, including an additional destination not for academic purposes.
☐ I received funding from an external source.

2. Per diem – Lodging and meals

- ☐ Lodging accommodations were paid directly to the travel agency by the University. *
☐ I paid for lodging accommodations * (receipts attached) – number of nights: _____
☐ Lodging was provided * - number of nights: _____
☐ Per diem without receipts - number of nights: _____

*An additional expense allowance will be provided. ☐ * No additional expense allowance is necessary.

3. Additional expenses

- ☐ Public transport – Detail of travel destinations (for academic activities only)
☐ Conference registration fee. ☐ Cost of registration fee includes lodging.
(*An additional expense allowance will be provided- Mark above if not necessary.)
☐ Membership fee.
☐ Communications (International Scientific Relations fund only).
☐ Health insurance.
☐ Rental car **with the dean's approval**. Number of days: _____
☐ Additional expenses: _____, _____

4. In the event if that there is a balance in my favor:

- ☐ I am interested in a refund, which will be transferred to the bank account where the salary is deposited.
☐ I am **not** interested in additional refunds, beyond the advance I received in advance.

5. I hereby declare:

A. Funding from another source other than the travel division at TAU:

- ☐ I did not receive any other funding.
☐ I received funding for flight: _____ / lodging: _____ / meals: _____ / partial: _____

B. To the extent that I have chosen to take the reimbursement for my expenses abroad (meals and per diem expenses) without presenting receipts to the University, I hereby declare that all of the per diem expenses for which I requested reimbursement from the University were paid by me for the purpose of my academic activity and that no other entity has assumed that expense for me.

C. I will not make private use of my frequent flyer points that may be accumulated from this trip. To the extent that I should make such use of them, I will report it to the Travel division, and I am aware that I will be charged a tax on the account of the value of the benefit at the rate of 5% of the cost of the flight ticket.

D. The expenses that will be recognized for this travel are subject to income tax instructions and the University regulations cited in the accounting and instructions form.

E. The documents that were transferred to TAU travel department for the purpose of reimbursement of my academic trip, were not transferred to other parties for the purpose of reimbursement.

Name: _____ Signature: _____ Date of submission: _____

Instructions for reporting expenses following travel abroad (Travel expenses report)

Faculty members returning from an academic trip will submit the expense report form to the Division for Travel and Academic Privileges following a trip with the relevant documents attached as specified below, and not later than 30 days from the date of return to Israel.

Expenses will be recognized in accordance with the academic activity approved with the trip request, with all required approvals submitted and subject to the University and income tax regulations.

(Research budget: Subject to instructions of the budget manager, the research authority)

- ❖ **Original invoices and receipts must be submitted for every reimbursement requested.**
- ❖ **All trip expenses, including those covered by an advance payment, must be included in the report.**

Flight:

In settling of accounts for travel, you must attach original boarding passes. E-tickets and itinerary may be submitted in a printed digital format.

Following are additional instructions in accordance with the types of flight tickets:

- Flight ticket paid directly to the travel agency by the University – attach the **original** boarding passes.
- Flight ticket purchased independently from a travel agency – attach **invoice and receipt**.
- Flight ticket purchased independently on the Internet – attach **approval of reservation and receipt/payment authorization**.
- Flight ticket purchased independently and including an additional destination that is not academic – attach **invoice + receipt + a parallel price quote ** + boarding passes including for the private destination**.
*The parallel price quote will be from the same day on which the ticket was purchased, from the same entity (agency or Internet) and on the same airline. The quote will include the flight to the academic destination only, without the private destination, with **identical departure and return dates to those for the ticket actually purchased**.
- Ticket financed by an external party – a photocopy of the boarding passes, or confirmation of departure and entry from Israel.

Per diem – lodging and expenses:

- Lodging was paid directly to the travel agency by the University – additional expenses will be reimbursed accordance to the official daily rate.
- I financed my lodgings – attach **invoice/reservation confirmation + receipt/payment confirmation**. Additional expenses will be reimbursed accordance to the official daily rate.
- Lodgings were provided for me - additional expenses will be reimbursed accordance to the official daily rate.
- Per diem without receipts – lodging and expenses will be reimbursed in accordance with the official daily rate without presenting receipts.

Additional expenses:

- Public transport for academic activity. **Attach original receipts / tickets + details** of destination.
- Registration fees and membership fees – **attach receipt + registration form**.
- Communications – required for conducting academic activity. Attach **invoice + receipt**. International Scientific Relations fund only.
- Health insurance – attach policy + **receipt**.
- Rental car – contingent on dean's approval. Attach **rental car contract + receipts** (gas, parking, tolls).

Travel during a sabbatical:

Subject to the travel request, the expense report should be submitted with receipts attached. Flight expenses, registration fees, membership fees, and public transport at the destination of the conference only, except car expenses, will be recognized.

Rates and additional details can be found on the [Travel Division website](#).

ERP subscribers and authorized users can see the details of the settling of accounts in the [ERP system](#).