

Request to Travel Abroad as an Administrative Staff Member

Travel details – to be filled by the traveler.

A. Name _____ ID/student no. _____ Position _____ Branch/Faculty _____

Mobile Tel _____ Email _____

Purpose of the trip and its relevance to my activity at the university: _____

Destination of the administrative/professional trip: _____

Itinerary (Actual flight route) : _____

Flight ticket from approved travel agency (to be paid by TAU) Agency name _____ Agent's name _____ Tel _____

***The university approves flights only in economy class. In exceptional cases, flights in business class will be approved only if approved by the managing director.**

Actual duration of the trip: From: _____ To: _____ (flight dates) Total No. of days: _____

! Reminder: Before Your Departure You Must Settle Your Account For Your Previous Trip.

Details of all travel expenses requested for approval: any change requires additional approval.

Budget section	No. of day	Hotel – per night Estimated max cost	No. of day	Per diem food, drinks	No. of day	Per diem nights without receipts Hotel, food & drinks	Flight ticket costs	Registration fees Attach details of reg. cost	Other : taxi, insurance and more	Car rental Please fill out Page 2, section c	Max amount of travel cost US\$
										No. of Days To the agent	

Declaration (please check the appropriate box):

<input type="checkbox"/> I will not receive financing for the trip from any other source	<input type="checkbox"/> I will receive financing for the trip. lodging/flight ticket/registration fee/per diems/other: _____
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Passenger's signature _____ Date _____

B. Approval of The Trip

Name, Signature- Direct superior, position _____ date _____

Name, Signature- Branch/faculty director _____ date _____

Signature of managing director* _____ date _____

*The managing director's signature is required for continuing education trips of branch managers, unit managers, administrative deputies in the faculties and employees directly answerable to the managing director.

Full number and section of Budgetary to	
Amount max approved	
Date, name, and signature of budget manager	
Date, name, and signature of Research/budgeting authority	
Full number and section of Budgetary to	
Amount max approved	
Date, name, and signature of budget manager	
Date, name, and signature of Research/budgeting authority	

Important: The Request Must Be Submitted with the Accompanying Documents At Least One Month Before the Trip. A Request That Is Not Received One Month Prior To The Departure Date Will Not Be Handled Prior To The Trip.

C. The Reasons for Requesting Car Rental _____

D. receiving per diem (Eshel) before the trip - please indicate the options you have chosen.

You must present an ID card or a passport regarding every request for funds from the bank.

1. Request in person from bank Hapoalim, Ben-Gurion airport branch, in the departure's hall. You may receive the funds in the currency of your choice.
2. Transfer in NIS to my account—the account to which your salary is transferred.

currency account.

PLEASE NOTE: You cannot change the place and format of the transfer of the funds after you have received an advance. If you do not indicate the currency desired, the amount will be transferred to your account in NIS.

E. The approval is for the details and expenses in this form only. If you want additional refunds after filling the [travel report](#) (section G), send a confirmation from the budget approvers.

F. It is the passenger responsibility to check the travel warnings for the travel destination with the ministry of foreign affair and the headquarters for combating terrorism, and act accordingly.

Insurance - The university participates in the cost of the insurance but is not responsible for the purchase of the insurance for travel abroad. The responsibility for purchasing the policy lies with the passenger.

Reimbursement for the cost of insurance: The reimbursement will be transferred to the passenger after the passenger presents a receipt on the policy. The amount of the reimbursement is in accordance with the university's rates for the number of days of travel to the approved academic destination.

G. SETTling THE ACCOUNT FOLLOWING THE TRIP:

Because the tax authorities require staff members to present, upon their return from abroad, a [travel report](#) regarding their expenses while abroad, I confirm that:

1. Within 30 days from the date of my return to Israel I will transfer to the Travel and Academic Benefits Department all the documents necessary for settling the account in addition to the form reporting the settling of the account (download the form from the internet):

- **The original boarding pass and the original, used, ticket/electronic ticket.**
- **Original receipts as requested.**

2. I am aware that if I owe funds following the settling of the account, I must arrange repayment within 45 days of the settling of the account. If I do not, the university will be authorized to deduct the amount from my salary.

My signature on this section constitutes an irrevocable instruction to and authorization of the university to deduct from my salary the amounts owing in accordance with Clause 2.

Name and signature: _____