

Request for Foreign Travel for Academic Purposes for a Student/Fellow/Doctoral Student

Travel details – to be filled by the traveler

Traveler's name: _____ ID no. _____ Level/Position: _____

Mobile Telephone: _____ Email: _____ Advisor's name: _____

Department: _____ Faculty: _____ Travel objective: _____

Actual number of days: _____ Travel Route: _____ Destination: _____

Actual Travel Period from Israel: Departure Date: _____ Date of Return Flight: _____

Flight ticket from approved travel agency* (to be paid by University) Cost _____ Agent's name _____ Tel: _____

Details of expected travel expenditures (for the purposes of receiving an advance payment):

Number of nights	Hotel – estimated cost per night	Per diem rate	Flight ticket costs	Registration fees	Other expenditures: (travel/communications/insurance)	Total travel costs in US\$

Declaration (please check the appropriate box):

<input type="checkbox"/> will not receive external financing for the trip.	<input type="checkbox"/> have not yet utilized my entitlement, and I hereby request the Academic Secretariat's approval for supplemental funding (doctoral fellows only)
<input type="checkbox"/> will receive external financing for the trip. Please circle as appropriate: lodging/flight ticket/registration fee/per diems	<input type="checkbox"/> have utilized my entitlement as a fellow for University funding for foreign travel (doctoral fellows only)

Signature: _____

Date: _____

Budget approval by the authorizing parties – principal investigator, research authority, budget analyst, academic secretariat

Funding sources	Amount	Budget section number:	Budget authorization: research authority, budget analyst, academic secretariat
Fellowship grant (doctoral students)			Name: _____ Signature: _____ Telephone: _____
Faculty/Dept./School			Name: _____ Signature: _____ Telephone: _____
Research budget *Please state the amount approved for travel		Principal investigator's authorization: Name: _____ Signature: _____	Budget section for debiting:
Other budget			Name: _____ Signature: _____ Telephone: _____

Head of Dept./School stamp: _____ Date: _____ Signature: _____

Dean's stamp: _____ Date: _____ Signature: _____

Instructions for submitting a request for travel for academic purposes by a student, fellow and doctoral student

1. A [complete and signed travel request](#) must be submitted at least 30 days prior to departure.
2. The following supporting documents must be attached:
 - An invitation for the academic event - the conference page with dates or a signed invitation: the name of the inviting party, his/her title, and the place and dates of the event.
 - Invoices and receipts (if any) for any necessary expenditures.
 - It is the traveling party's responsibility to submit the Form approved by all the authorized signatories.
3. Reimbursement of travel expenditures, the advance payment and any settling of accounts afterwards, shall be carried out pursuant to [income tax](#) rates and Tel Aviv University's regulations.
*In the event a faculty/department/school is participating in funding the travel, flight tickets must be ordered from an [authorized travel agent \(a list appears on the Travel and Academic Benefits Unit's website\)](#).
4. Integrating a private destination in your travels – please get in touch with the [contact person at the Travel and Academic Benefits Unit](#) for further instructions.
5. After your return from overseas – please submit the [form for reporting travel expenditures \(and settling of accounts\)](#) together with the required confirmations: original receipts and flight boarding cards.
6. **Prior to his/her first academic travel, a student needs to update his/her details in the Travel Directory** by providing the following details:
 - A copy of their ID attachment
 - A completed and signed copy of the Masav form (automated clearing house for electronic bank transfers) – [money transfer request form](#) (no need for the bank's signature)
 - Confirmation of a bank account or photocopy of a cheque or photocopy of a credit card with account details
 - Filling in the following details:

Student's personal details for opening an account in the Travel Directory:

First name (in Hebrew): _____ Last name (in Hebrew): _____
First name (in English): _____ Last name (in English): _____
ID/Passport No.: _____
Date of Birth: _____ Father's name: _____
Mobile telephone no.: _____
Full residential address: _____
Post code: _____ Email: _____
Faculty: _____ Dept.: _____

Contact person:

Noga Weiss – Exact Sciences, Law faculties, [03-6406217](tel:03-6406217), nogaweiss@tauex.tau.ac.il

Ronnie Navon Lipshitz – Engineering and Humanities faculties, [03-6406129](tel:03-6406129), ronniel@tauex.tau.ac.il

Dvora Melamed – Social Sciences, Life Sciences and Management faculties, [03-6406132](tel:03-6406132), devorame@tauex.tau.ac.il

Liat Savyon – Medicine, Arts and Foreign Relations faculties, [03-6408632](tel:03-6408632), liatsa@tauex.tau.ac.il