**Request for Approval of Overseas Professional Training Travel for Employees**

**Traveler’s Name:** …………………………………… **ID Number:** …………………………………………

**Faculty/Department:** ……………………………….. **Internal Phone:** ……………………………………..

**Mobile Phone:** ………………………………………. **Email Address:** ……………………………………..

**Traveler’s Bank Account Information** (To be completed only if the Technion Finance Division does not already have this information):

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**Travel Purposes: Please specify the nature of the activity, including exact dates and locations for each activity separately.**

**(a)** Scientific/Professional Training **(b)** Conference Participation **(c)** Other (please specify)

**You must attach the training, conference, or event program related to the purpose of the trip.**

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**Departure Day & Date:** ………………… **Return Day & Date:** ………………… **Country:** ………………..

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**Note: If your trip involves potential exposure to radiation, you must coordinate in advance with the Technion Radiation Safety Unit by phone – 4392, 5664.**

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**The requested amount for the trip, based on estimated expenses, is as follows (updated amounts for 2025):**

* Airfare will be paid directly to the travel agent in economy class. Business class travel requires approval from the Voice President of Human Resources. First class travel is not permitted.

Tickets may only be purchased through a travel agent from the list published on the [Technion website](https://mishne.net.technion.ac.il/files/%D7%98%D7%91%D7%9C%D7%AA-%D7%9E%D7%A9%D7%A8%D7%93%D7%99-%D7%A0%D7%A1%D7%99%D7%A2%D7%95%D7%AA-%D7%91%D7%98%D7%9B%D7%A0%D7%99%D7%95%D7%9F-%D7%A2%D7%99%D7%93%D7%9B%D7%95%D7%9F-29.7.19-9.2017.pdf).

 $ …………………

* Transportation/travel within the foreign country and/or travel to/from Ben Gurion Airport (by public transportation/taxi only) $ …………………
* Conference registration fees $ …………………
* Accommodation expenses with receipts (for the first 7 nights)[[1]](#footnote-1): up to $355 (standard rate) **OR** up to $444 (increased rate)[[2]](#footnote-2)

Accommodation rate per night ………………. × …………. days Total: $……………….

* Per diem allowances (meals/beverages) for the above-mentioned days of “accommodation with receipts”:

$100 (standard rate) **OR** $125 (increased rate countries)2 × ………………. days Total: $……………….

* Per diem allowances without receipts (when no accommodation expenses are incurred):

$167 (standard rate) **OR** $209 (increased rate countries) × ………………. days Total: $……………….

* Car rental with receipts, including fuel (up to) $78 × ………………. days Total: $……………….
* Overseas travel insurance costs[[3]](#footnote-3): $1.70 × ………………days Total: $……………….
* Other expenses (please specify): …………………………….. $……………….

**TOTAL $……………….**

**For detailed information on allowable expense limits, please refer to the** [**Recognized Expenses for Overseas Travel**](https://mishne.net.technion.ac.il/files/%D7%94%D7%95%D7%A6%D7%90%D7%95%D7%AA-%D7%9E%D7%95%D7%9B%D7%A8%D7%95%D7%AA-%D7%91%D7%A0%D7%A1%D7%99%D7%A2%D7%94-%D7%9C%D7%97%D7%95%D7%9C.pdf) **form available on the Technion Finance Division website:** [**https://mishne.net.technion.ac.il/אגף\_חשבות**](https://mishne.net.technion.ac.il/%D7%90%D7%92%D7%A3_%D7%97%D7%A9%D7%91%D7%95%D7%AA)**.**

**According to the guidelines of the Israeli Tax Authority, overseas travel expenses – including per diem – are recognized only if they were actually incurred and not funded by any other source.**

In light of this, I hereby declare that:

* My expenses will be funded by the following:

Technion budgets: ………………….….… ………………….….… ………….……….……

Technion Research & Development Foundation budgets: ………………….… …………………..…

Other funding source (please specify what the funding covers): ………………….………………………….

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* **If I receive additional financial support for this trip after the submission of this request, I undertake to report it to the Technion Finance Division. Failure to report will be considered a violation of the Income Tax Ordinance.**
* **I am aware that I must submit all relevant documentation and receipts related to this trip to the Finance Division (Attn: Ms. Orly Elkarif, Room 318) within 30 days of my return to Israel for final financial reconciliation.**

**Traveler’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**APPROVALS**

1. **Signature of Unit Head / Budget Holder:**

**For Budget No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Budget No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Human Resources Approval:**

**Travel is approved for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_,**

**charged to training days per agreement / work-related travel / other: \_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Human Resources Division Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Budget Division Approval:**

**Total approved reimbursement amount for this trip (you may attach a breakdown by expense category):**

 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Budget Division Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For detailed information regarding recognized travel expenses, refer to the** [**Recognized Expenses for Overseas Travel**](https://mishne.net.technion.ac.il/files/%D7%94%D7%95%D7%A6%D7%90%D7%95%D7%AA-%D7%9E%D7%95%D7%9B%D7%A8%D7%95%D7%AA-%D7%91%D7%A0%D7%A1%D7%99%D7%A2%D7%94-%D7%9C%D7%97%D7%95%D7%9C.pdf) **form.**

* **List of** [**travel agencies**](https://mishne.net.technion.ac.il/files/%D7%98%D7%91%D7%9C%D7%AA-%D7%9E%D7%A9%D7%A8%D7%93%D7%99-%D7%A0%D7%A1%D7%99%D7%A2%D7%95%D7%AA-%D7%91%D7%98%D7%9B%D7%A0%D7%99%D7%95%D7%9F-%D7%A2%D7%99%D7%93%D7%9B%D7%95%D7%9F-29.7.19-9.2017.pdf)
* **If you would like to use partial funding from a research budget, you must complete the form:**

[**Request for Approval of Overseas Travel for Work-Related Purposes – Funded by a Research Budget Managed by the Technion Research & Development Foundation**](http://www.trdf.co.il/files/Res_Auth_Proc/tofes_bakasha_%20lenesia_lehul.pdf)**.**

1. If you book accommodation for more than 7 nights, the maximum nightly rate is reduced. For further details, please contact the Finance Division. [↑](#footnote-ref-1)
2. List of countries where accommodation and per diem expenses may be increased by 25%: Austria, Australia, Italy, Iceland, Ireland, Angola, Belgium, Germany, Dubai, Denmark, the Netherlands, Hong Kong, United Kingdom (Great Britian), Taiwan, Greece, Japan, Luxembourg, Norway, Spain, Oman, Finland, France, Qatar, Korea, Cameroon, Canada, Sweden, Switzerland. [↑](#footnote-ref-2)
3. It is the employee’s responsibility to arrange their own travel insurance (medical and personal property). Reimbursement from the Technion will be provided upon submission of a payment receipt. The maximum reimbursement is $1.70 per day. [↑](#footnote-ref-3)