

Procedure for Funding a Flight Ticket for a Companion for a Faculty Member Traveling with an Infant

1. Purpose of the Procedure

In order to encourage faculty members who are mothers of infants (or fathers who are primary caregivers) to continue participating in conferences, training trips, and/or research collaborations after childbirth, the Technion administration has decided to allow faculty members to submit a request for funding a flight ticket for the infant and a companion to assist them during their stay abroad with the infant.

2. Submitting the Request

A request for funding a companion's travel must be submitted by the faculty member along with the travel request on the portal. The request should include a letter detailing the infant's age, the need for a companion, and the flight costs for both the companion and the infant. Be sure to mention in the "Notes" field that the letter is attached.

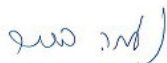
3. Eligibility and Approval

- a. The applicant is a senior faculty member caring for an infant whose age does not exceed two years at the time of travel.
- b. The companion's assistance is necessary to enable the trip.
- c. In general, the travel dates for the companion and infant should overlap with the faculty member's own travel dates. If there is no full overlap, the reason for this must be explained.
- d. The Vice President for Diversity and Inclusion will review the request for funding a flight ticket for the companion and has the authority to approve it.
- e. The approval will be sent to the budget coordinator (Katia Zubenko) and will be attached by the Office for Academic Staff to the travel form on the portal.
The budget coordinator will allocate the amount accordingly.
- f. The faculty member's travel request on the portal has received all necessary approvals.
- g. Exceptional requests will be forwarded to the Executive Vice President for Academic Affairs and the Vice President for Diversity and Inclusion for decision.

4. Funding

- a. The cost of the ticket for the companion and infant (usually about 10% higher than the cost of an adult ticket for an infant under two years old), in economy class only, will be funded from the Vice President for Diversity and Inclusion's budget (budget number 76551802).
- b. The expense will be reimbursed through the salary payslip, with legal tax deductions, after reporting the trip to the Travel Department, based on the submission of the invoice, receipt, and flight ticket.
- c. Payment via an invoice from a travel agency (which would require direct payment from the Technion) will not be allowed for the companion and infant.
- d. Per diem expenses and accommodation for the companion will not be funded. In line with the general practice at the Technion regarding companions for business trips, only trips to the U.S. will receive full reimbursement. For other destinations, reimbursement for hotel accommodation will be up to 80% of the expense. The same applies to booking accommodation via Airbnb.

Executive Vice President for Academic Affairs
Professor Naama Brenner



Vice President for Diversity and Inclusion
Professor Adi Salzberg

