



May 26, 2024

To: Members of the Academic Staff

By: Prof. Naama Brenner, Vice President for Academic Affairs

**Re: Procedures For Travel Funded by the International Scientific Relations Fund**

International scientific relations are of paramount importance to researchers, especially in Israel, and particularly at this time when our scientific ties are subject to boycotts and harm.

At the same time, when we use the Science Relations Fund to foster international research relations, we must be extremely meticulous in accurately reporting the use of funds and the relevant dates. These reports are subject to auditing and monitoring by the tax authorities.

Following are guidelines for the use of the Science Relations Fund:

1. Date alignment: Make sure that your actual travel times and stay match your post-travel report. In the event that there have been changes in the plans, such as a change in the duration of a visit, the travel form should be updated when submitting the report. Please remember that the funding is provided for the professional part of the trip only. In cases of scheduling constraints and flight timing, funding can also be requested for one day before and/or one day after the professional part of your travel. For additional days beyond that, vacation days should be reported.
2. When traveling for the purpose of participating in a conference, we ask you to attach to the travel request a screenshot or a PDF file of the invitation / conference program / registration receipt, whichever is relevant. A link to the conference website is insufficient, since links may not be available after some time, while the Technion reports can be audited for years to come.
3. When traveling for the purpose of research collaboration that does not involve an event such as a conference or seminar, for a period of more than two weeks, an invitation from the host institution (email or letter) must be presented with the dates indicated in the travel request, as well as a brief description of the purpose of the visit. This rule also applies to visits before or after a sabbatical lasting more than two weeks.
4. When traveling on a professional tour, the tour plan must be attached (a description written by the faculty member is sufficient).

We are available for any questions or clarifications.

Wishing you good and successful trips and fruitful collaborations.

Naama Brenner