



March 2023

To:

Heads of Administration

Academic Secretariat

Subject: Process for Completing the Form on the Portal – Short-Term Academic Visitor (Not a Technion or Technion Research & Development Foundation Employee) for up to 30 days

1. Before the academic visitors' arrival, a form must be completed on the portal, and the estimated expenses must be specified for the budget approval request.
2. The budget approval request must include all expenses, including payments to the hotel or travel agency (in the case of purchasing a flight ticket for the visitor). The invoice from the suppliers – hotel or travel agency – should be sent to Orly Elkarif from the Accounting Division, with the form number specified.
3. It is important to ask the visitor to retain the original receipts for the purchase of the flight ticket, hotel, and taxi fares to/from the airport, both in Israel and abroad. If there is a digital copy of the invoice, it should be sent via email.
4. It is important to ask the visitor to retain the original round-trip boarding passes. The original must be sent to the Accounting Division along with the specified form number, addressed to Miri Sadeh Kalu. If it is a digital boarding pass or one in an app, the visitor must retain and send a copy (screenshot or digital copy).
5. Travel to and from the airport in Israel and abroad is reimbursed only for the arrival/departure dates – via taxi or train. If there are electronic receipts, please attach a scan/file only. If there are paper receipts, they should be scanned into the portal and sent to us by mail along with the original receipt, with the form number specified on the receipt or envelope.
6. Taxis to/from Ben Gurion airport – preference should be given to using the vouchers from the taxi company with which the Technion has an arrangement.
7. Per diem/honorarium (salary from abroad) – there is no need to retain or send receipts for food purchases. Per diem expenses will be included under the honorarium section, up to \$70 per day or \$120 when no funding is requested for accommodation.
A tax of approximately 15% will apply to this component (the charge is processed by Sagi Ritzival from the Payroll Department).
8. Accommodation will be covered up to \$220 per night. The invoice and receipt must be in the visitor's name and for their stay (expenses for family members will not be covered).
9. **Non-Resident Declaration.** All foreign visitors are required to complete this declaration in order to avoid tax deductions from payments they are entitled to. The tax year should be updated on the form according to the year in which the reimbursement is expected to occur. Additionally, a photocopy of the passport must be attached. Attached is the declaration to be filled out, signed, and submitted with the travel form in the portal.



Non Resident Declaration.doc



10. The **bank details form** must be completed – the Word file can be found on the portal under the name “Payment Form.” The form should be filled out by the visitor, typed in English. The file should then be saved as a PDF file and submitted through the portal.



Payment Form – PORTAL NEW.docx

For any questions, please contact Miri Sadeh Kalu from the Accounting Division at mirik@technion.ac.il, extension 1358.

Sincerely,

Ran Feder, CPA

Head of Accounting Division

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