

Application for an academic travel for a student /scholarship / Ph.D student*

*Active in the university system while traveling

Travel details – to be filled by the traveler

Name _____ ID no. _____ Level/Position _____ Mobile Tel _____

Email _____ Advisor's name _____ Faculty _____ division _____

Purpose of travel _____ destination _____

Actual number of days _____ Travel Route _____

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

Flight ticket from approved travel agency (to be paid by TAU) Agency name _____ Agent's name _____ Tel _____

Details of all travel expenses requested for approval: any change requires additional approval

No. of nights	Hotel – per night Estimated max cost	No. of days	Per diam (food, drinks)	No. of days	Per diam nights without receipts (Hotel, food, drinks)	Flight ticket costs	Registration fees	Other expenditures: (travel/membership/insurance) Estimated max cost	Max amount of travel cost US\$

Declaration (please check the appropriate box):

I will not receive external financing for the trip.	I will receive external financing for the trip: lodging/flight ticket/registration fee/per diems/other: _____
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I would like to take advantage of my eligibility for a **doctoral scholarship** (scholarship doctoral students only)

One eligibility per study period . A confirmed travel request must be forwarded to the academic secretariat for approval.

Signature _____ Date _____ (Passenger's signature is required on pages 1, 2)

Budget approval by the approving authorities- Research owner, Research Authority, Budget manager at school (P. 1,2)

Funding sources	Max amount for approval	Budget section number:	Full budget number: approval of a research/budgetary authority
Faculty/ Dept./ School/ Research budget		Budget: Approval of the research owner: Name: _____ Signature: _____	
Faculty/ Dept./ School/ Research budget		Budget: Approval of the research owner: Name: _____ Signature: _____	

Head of school / Dean: _____ **Date:** _____ **Signature:** _____

* **Research budget- signatures required:** Owner of the research, Research authority.

** **School budget/ kkm - signatures required:** Owner of the research, Head of the school or Dean, Budget manager of the school.

The form will be sent to the travel unit with all of the required signatures.

The approval is for the travel details and expenses included in this form only.

Budget approval by the approving authorities- Research owner, Research Authority/manager at school, other (p. 1,2)

Funding sources	Max amount for approval	Budget section number:	Full budget number: approval of a research/budgetary authority
Faculty/ Dept./ School/ Research budget/ scholarship		<u>Budget:</u> <u>Approval of the research owner:</u> Name: _____ Signature: _____	
Faculty/ Dept./ School/ Research budget/ other		<u>Budget:</u> <u>Approval of the research owner:</u> Name: _____ Signature: _____	
International Science Relations Foundation (kkmb- kern kishriy mada)		Signature >>>	Name _____ Signature _____

Instructions for submitting a request for travel for academic purposes by a student/scholar/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 and location 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 Passenger responsibility to submit the application approved by all the authorized authorities.
3. Reimbursement of travel expenses, in the down payment and after in the travel calculation, will be made in accordance with the travel request tables, [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. Economy class flight. Integrating a private destination in your travels – please get in touch with the [contact person at the Travel and Academic Unit](#) for further instructions.
5. The approval is for the travel details and expenses included in this form only. If you want additional refunds after filling the travel report (Section 7), send a confirmation of the researcher and the research authority.
6. It is the passenger's responsibility to check the travel warnings for the travel destination with the Ministry of Foreign Affairs and the Headquarters for Combating Terrorism, and act accordingly.
7. **After your return from your academic travel – [Submit travel report](#) with the required confirmations: original receipts and original flight boarding cards.**

Sending travel report as required, including boarding passes/ electronic boarding photos, via: internal mail to the travel unit, Senate building, or in a designated box, at the entrance of the Senate building under the attendance clock.

Name _____ Signature _____ Date _____

Wishing you safe travel
Travel and Academic Rights Unit