# Graduate students' travel form (Except for the "International Science Liaison Fund")

This form will be submitted to the graduate students' travel coordinator at the academic unit (department).

Please note: This form will be completed by the graduate student. Its content, including the student's affidavit, will be uploaded to the Technion's computer system by the Technion. This form will be attached to the travel request that will be uploaded to the Technion Forms Portal.

**Graduate Studies Scholarship recipients:**

* There is no need to specify expenses/travel costs for request of absence (of any kind), that don't include a request for participation/ funding from any source detailed in this form.
* A letter has to be submitted with each request for an absence for a month and up. The letter will include the following: Importance of the absence, its connection to the research (if there is one), a special reference regarding scholarships should be made; will scholarship be continued / discontinued during the absence. In cases in which the scholarship will be continued, please address the following issues: will you receive / won’t receive any salary and / or funding and / or participation in expenses (from Technion resources / non Technion resources) during the absence period (Please detail the funding / participation in expenses amounts you will receive). The letter should be approved and signed by your advisor and the head of the departmental graduate studies committee.
1. **Student and advisor details:**

Student's details Permanent Advisor's details

ID/Student #:     , Department:       First Name (Hebrew):       Last Name (Hebrew):

First Name:       last name:       \*Technion email:      @campus.technion.ac.il

Department:

Cell Phone:       \*Technion email:      @technion.ac.il

Studying for degree:

Scholarship recipient during the absence:

**\*all correspondence will be to your Technion email address.**

1. **Travel/ absence details:**

Departure Date:       Return date:       Notes:

**PLEASE NOTE: Retroactive submission of this form is submitted after the travel/ absence (retroactively), must include a letter signed from your advisor and the dean explaining the reason for submitting the request retroactively.**

1. **Purpose of travel / absence: Please mark at least one:**

|  |  |  |
| --- | --- | --- |
| **Purpose of travel / absence** | **Details** | **Please mark: University/ Institute/ Company** |
|  | Departure Date | Return date | Country | Reagion | City | **\***type of institute | Name of conference/ instutute, etc.  | Conference link | notes |
| Conference lecture/ Poster presentation  |       |       |       |       |       |  |       |       |       |
| Attendting a conference **without** presenting alecture/ poster  |       |       |       |       |       |  |       |       |       |
| Academic / Professional training  |       |       |       |       |       |  |       |       |       |
| Research colaboration |       |       |       |       |       |  |       |       |       |
| Professional visit |       |       |       |       |       |  |       |       |       |
| Personal vacation/absence |       |       |       |       |       |  |       |       |       |

**\*Possible types of institutes: university, institute, company, hospital, other**

1. **Teaching assistance assignments and exams details:**

I am comitted for teaching/tests assisnments during the absence period:

 **If Yes, please specify the teaching assistence assignments and exams within the academic year (including summer semester)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course name | Course number | \*Semester | Day & time of lecutre | Technion supervisor  | External supervisor  | Notes |
|       |       |  |       |       |       |       |
|       |       |  |       |       |       |       |
|       |       |  |       |       |       |       |

\*For semester please note: Fall semester/ Spring semester/ Summer semester

**5. Travel estimated costs and financial soucres:**

According to Income Tax regulations, travel expenses, including Per Diem, will be eligible only if actually incurred and were not funded by other sources.

Accordingly, the traveler shall declare:

[ ]  I will not receive funding from another source

[ ]  I will receive funding / accommodation costs from other sources (not including the International Science Liaison Fund and other sources specified in this request in the following section no.6) to cover accommodation/ airfare/ other: please specify      .

Please note: the "requested amount" below is in USD ($) only, even where the amount for travel is allocated in a different currency.

 \*Please note: accomodation costs and Per Diem sums are updated once a year by the IRS.

Detailed inmormation regarding travel expenses and a list of "prefared countries" can be found on [here](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-2019.doc).

|  |  |
| --- | --- |
| **Accommodation expences, including Per Diem and car rental costs ($)** | **Other costs** |
| Typa of expence | Maximum budget cost per day (as per IRS regulations) | Budget per day | Number of days | Total ($) | Type of expence | Total ($) |
| Accommodation costs with recipts, up to 7 days |       |       |       |       | Airfare |       |
| Accommodation costs with recipts, form the 8th night |       |       |       |       | Ground transportation expenses |       |
| Per Diem costs with accommodation costs recipts |       |       |       |       | Conference registration fee |       |
| Per Diem costs without accommodation costs recipts  |       |       |       |       | Travel insurance (Except the International Science Liaison Fund) |       |
| Car rental costs |       |       |       |       | Other, please specify:      |       |

**Note for the SAP user: A few of the obove fields will be updated outomaticly when filling out the form online via the Technion's computer system.**

**\*It is forbidden to axceed sums as specified in the IRS regulations.**

**Total costs ($):**

 **Total requested amount from budget ($):**       Notes:

1. **Funding sources:**

[ ]  **6.1 TRDF budgets**

|  |
| --- |
| **TRDF- Budget for travel costs- Budget details** |
|  Budget Number | Amounts ($) | Notes |
|       |       |       |
|       |       |       |
|       |       |       |

TRDF's budget numbers are comprised of 7-8 digits. If the budget number was entered correctly, the name of the person responsible for this budget will automatically appear.

[ ]  **6.2 Technion budget** – This budget includes; **Dept. travel prizes, BSF, and the "Science Ministry's scholarship funds for travel to int' conferences & training".**

Requests to use BSF funds via the PORTAL can be submitted only after receiving a "budget number" from the Graduate School's "External Scholarships" coordinator.

The "requested amounts" in this artcle has to be identical to the sum approved by the foundation. If needed, please contact the Budget Division in order to receive the relevent budget number.

**PLEASE NOTE: this is not intended for requests using "Technion scholarship" funds andqor "External Scholrship" funds as detailed in 6.3 & 6.4 to follow:**

|  |
| --- |
| **Technion- Budget for travel costs- Budget details** |
|  Budget Number | Amounts ($) | Notes |
|       |       |       |
|       |       |       |
|       |       |       |

**Please note: The following documents must be attached for TRDF/Technion funding requests:**

|  |  |
| --- | --- |
| **Purpose of travel** | **Attach the following documents according to the type of travel** |
|  | **A recommendation letter from the advisor detailing the travel contribution to the research** | **Proof of acceptance of your paper or poster to the conference and abstract** | **Acceptance/ participarion approval inct. From the hosting institute/ confrance** |
| Conference lecture/ poster presentation  |  |  |  |
| \*Attending a conference **without** Presenting a lecture/ poster  |  |  |  |
| Academic Sientific/ profesional training |  |  |  |
| Research colaboration |  |  |  |
| Profesional visit |  |  |  |

[ ]  **6.3 Technion scholarships** (Jacob, Jacobs Qualcom, Gutwirth, Daniel, Zeff, Fine, and Ruth & Arigo Finzi z"l)

|  |
| --- |
| **Technion scholarship for the travel costs** |
| Name of the scholarship | Account balance | Total requested ($) |
|       |       |       |
|       |       |       |

[ ]  **6.4** **External scholarships** (Azrieli, Clore, Vatat, Arianne de Rothchild)

|  |
| --- |
| **Technion scholarship for the travel costs** |
| Name of the scholarship | Account balance | Total requested ($) |
|       |       |       |
|       |       |       |

Please note: Requests for travel funds from the scholarships: **Arian De Rotchild; Azrieli and BSF**, must include an approval letter from the foundation which includes details regarding dates and sums approved. The "requested sum" in this artcle has to be identical to the sum approved by the Foundation.

**Please note: Online submission of the absence request via the Technion Portal will automatically show details the balance for "Technion scholarships" and/or "External scholarships".**

[ ]  **6.5 Graduate School travel grant-** submission is dependent on the following conditions:

1. Request submission meets the conditions as specified on the graduate school website's: [Travel grants for scholarship recipient graduate students for conferenced abroad](https://graduate.technion.ac.il/en/scholarships-and-housing-2/scholarships/travel-grants-for-scholarship-recipient-graduate-students-for-conferences-abroad/)
2. Application for supplementary financial support (from the advisor/department) for travel expenses
3. The following documents are attached:
* approval of acceptance of your paper or poster to the conference. Please make sure that it is specified: "**Accepted as an oral presentation andqor poster presentation**". Approval for acceptance / registration to the conference is not enough.
* A recommendation letter from your advisor detailing the travel's contribution to your research
* Abstract of the article to be presented at the conference

Incomplete requests without the above mentioned criteria and the necessary documents will not be processed !

**7. Documents**

The documents are attached to this application (including documents (if) required by your academic unit):

If so, please specify which documents are attached:

**8. Declarations and warranties:**

* **I hereby declare that the information I have provided above is correct, full, complete and accurate.**
* **I intend to work with Ionizing Radiation (for information (available in Hebrew only) on ionizing radiation working arrangements click** [**here**](https://pasak.net.technion.ac.il/files/2013/04/%D7%97%D7%95%D7%96%D7%A8-%D7%91%D7%A0%D7%95%D7%A9%D7%90-%D7%A2%D7%91%D7%95%D7%93%D7%94-%D7%91%D7%A7%D7%A8%D7%99%D7%A0%D7%94-%D7%9E%D7%99%D7%99%D7%A0%D7%A0%D7%AA-%D7%9C%D7%A2%D7%95%D7%91%D7%93%D7%99%D7%9D-%D7%9E%D7%97%D7%95%D7%A5-%D7%9C%D7%98%D7%9B%D7%A0%D7%99%D7%95%D7%9F-%D7%94%D7%9F-%D7%91%D7%90%D7%A8%D7%A5-%D7%95%D7%94%D7%9F-%D7%91%D7%97%D7%95%D7%9C-%D7%95%D7%9B%D7%9F-%D7%91%D7%9E%D7%A2%D7%91%D7%93%D7%95%D7%AA-%D7%91%D7%98%D7%9B%D7%A0%D7%99%D7%95%D7%9F-1-3.pdf)**)**
* **If "Yes", a letter certifying "work with ionizing radiation" from the radiation Safety Unit (TRSU) must be attached.**
* **I hereby guarantee to report to the appropriate office in writing of any changes in the above mention details. Not reporting will be considered a violation of IRS regulations.**
* **I hereby guarantee to acquire appropriate insurance coverage (body and property), at my expense, for every travel abroad and for my entire stay abroad.**

**Date:** **Electronic signature:       or Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please **PRINT AND SIGN BY HAND**