Reimbursement Form for Scientific Travel Abroad

Application for Reimbursement of Travel Expenses for Scientific Participation in an International Conference

The Irwin and Joan Jacobs Graduate School

Request for Financial Reimbursement of Research Budget for a Scientific Conference Abroad

Foreign Prizes

In order to process this request, you must submit the following:

- Application form for leave without pay from Technion

After approval of the request by the Dean of the Advanced Degrees School, you should submit the signed application form to the relevant academic unit in accordance with the following:

- For prizes from foundations: 
  - Clor: Nora Etzion, Building S, 3rd Floor, Room 308, Tel: 04-8295895
  - Erel: Orit and Yaacov Hillel, Building S, 3rd Floor, Room 308, Tel: 04-8295895

- For other prizes: 
  - You should consult the specific foundation.

For prizes from the above foundations, you must submit original receipts proving the expenses incurred during the absence - no reimbursement will be given without submitting the receipts!

Name of the student: ________________________________

Identification number: ________________________________

Phone number: ________________________________

Academic Institution: ________________________________

Type of Degree: First/Second, ________________________________

Prize Name: ________________________________

If known: ________________________________

Details of travel expenses:

- Flight: ________________________________

- Hotel: ________________________________

- Registration fee for the conference: ________________________________

- Other: ________________________________

Total requested expenses: ________________________________

Purpose of travel: Participation in a conference (Paper Presentation / Poster), Academic Studies

Please indicate: ________________________________

From: _______________ To: _______________

Purpose of travel: ________________________________

In accordance with other financial support (Technion and/or external to Technion):

- Travel expenses, including hotel and meals, will be reimbursed only if actually incurred and not paid for through another source. Therefore, you must declare:

  I will accept funding from another source (please specify the sources and amounts) ________________________________

  I will not accept funding from another source ________________________________

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Approval:

Name: ________________________________ Date: ________________________________

Signature: ________________________________

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Director of the Advanced Degrees School: ________________________________ Date: ________________________________

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(Translation: "Technion – Israel Institute of Technology
Irwin and Joan Jacobs Graduate School"

This is an automated translation. Please provide the exact content for more accurate translation.)