



Ref: #19

דוח כספי מנסיעה מס' _____ לחו"ל
Financial Report from Overseas Travel # _____

Traveler's name		I.D.		Telephone		E-mail	
From date	Until date	Days		Department			

In this report you must list all expenses for which the traveler is requesting reimbursement. Do not list expenses paid by University.

In the event that a faculty member lodged in a hotel with a spouse, 20% of the sum will be deducted as required by Income Tax.

Please check this box if your spouse lodged with you in a hotel.

Accommodations Expenses (see notes below)	Days	Original Currency	Currency	\$
1. Lodging with receipt in _____ City, Country	_____			
2. Lodging with receipt in _____ City, Country	_____			
3. Lodging with receipt in _____ City, Country	_____			
4. Days lodged in hotel without receipt (\$130 per night (B*))	_____			
4A. Days lodged in hotel without receipt (\$162.5 per night (B*))	_____			
5. Days lodged in hotel without receipt (\$78 per night (B**))	_____			
5A. Days lodged in hotel without receipt (\$97.5 per night (B**))	_____			
You must fill out the information in Sections 4 – 5A. Unaccounted days will not be paid.				

Other Expenses

6. Registration for Conference, Congress, etc. (if privately paid)			
7. Days of rental car (up to \$61/day with receipt) (if privately paid)			
8. Flight (if privately paid))			
9. Trains			
9A. Taxis			
10. Telephone (only work-related, will not be paid without log)			
11. Other expenses			
Total expenses:		Dollar	_____
Advance Payment Deducted		Dollar	_____
Balance credit/Debit		Dollar	_____

Your account may be charged surplus charges for accommodations and car rental expenses. In the event that you wish to avoid this, you may deduct the expense from the allotted maximum without charging the surplus expenses. Please check your preferred option. In the event that you leave this section blank, we will pay the faculty member all expenses and charge the account with surplus expenses.

- I prefer to be reimbursed for all expenses, even in the event that it entails being charged surplus expenses.
 I do not wish to be charged surplus expenses. Please deduct them from the reimbursement sum.

1. I hereby affirm that all accommodations and food expenses without receipts that will be paid to me were utilized for the purpose of this academic travel.

Masters Degree Studies



2. I hereby affirm that I will not make personal use of frequent flyer points that I accumulate due to this trip. In the event that I do utilize them, I will report it immediately to the Faculty Payment Unit, and I am aware that I will be charged tax for using the value of the benefit at a rate of 5% of the ticket cost.

Date: _____

Signature: _____

General Information Regarding Tax-Exempt Accommodation Expenses

1. Payment for accommodations and food expenses without receipts is subject to their use by the traveler exclusively for the purpose of travel.
2. Payment for accommodations without receipts will not be disbursed unless the traveler signs a statement affirming the number of days spent in hotel accommodations.

*If you do not have receipts for accommodations, then expenses will be reimbursed at a sum of \$130 per day, or \$162.5 per day in the countries specified in Section 6.

** If you have receipts for accommodations, then Food expenses will be paid at a rate of \$78 per day or \$97.5 per day in the countries specified in Section 6.

3. For accommodations that include a spouse, 20% of the cost of accommodations will be deducted from the total expense.
4. Accommodations expenses with receipts are approved up to \$278 for the first 7 nights or \$347.5 in the countries specified in Section 6.
5. Accommodations from the 8th day and onward are approved at a rate of 75% of the actual expense, with a minimum sum of \$122 and a maximum sum of \$208.5, or the sums + 25% in countries listed in Section 6.
6. An extra 25% is recognized for travel to Australia, Austria, Italy, Iceland, Ireland, Angola, England, Belgium, Germany, Dubai, Denmark, Holland, Hong Kong, Great Britain, Taiwan, Greece, Japan, Luxemburg, Norway, Spain, Oman, Finland, France, Qatar, Korea, Cameroon, Canada, Sweden, Switzerland.
- Please mark every receipt with a number and note the Report #. It is preferable to attach a ribbon receipt or list of single expenses and mark relevant dates clearly. Do not attach receipts issued to family members.