



Ref: #17

בקשה לנסיעה לחו"ל ע"ח תקציב מחקר
Request for Foreign Travel Using Research Budget
(Academic Faculty/Researchers/Research Students)

Request to Travel for Research Activities

Name	I.D.	Rank	% Position	Department	Telephone	E-mail

Status: Faculty member Research assistant Student Other _____

Please note: Retroactive requests will not be considered.

I hereby request permission to travel for research activities:

From	To	Total days

Purpose of travel. Please specify type of designated research activity including dates, institutions, and any other relevant information.

Countries to be visited	1.	2.	3.	4.

Relevant documents attached. (Please attach documents that support your request i.e. invitation to scientific conference or symposium; conference program; invitation from researcher/university, scientific work plan, etc.)

I commit to submit a detailed report of research activities conducted within 30 days of my return. (You must submit airline tickets).

List of anticipated expenses:

Item	Days	Sum per day	Sum in \$	Paid by traveler	Paid to travel agency
Flight					
Hotel					
Accommodations without receipt					
Food					
Transportation					
Rental car					
Other expenses					
Total					

Important information:

I hereby affirm that a copy of this Form will be submitted to the Foreign Relations Department in Bar Ilan University.

1. Important: For travel funded by GIF, FSF and Department of Science funds, you must submit a copy of the travel report submitted to the Bursar and your original airline tickets to the Research Authority. Without these documents, the Fund will not finance travel expenses.
2. For travel funded by EU Research, you must attach a poster of the conference and any other document that associates the specific trip to EU Research, especially for trips to the USA which are unconventional for EU research.
3. For travel on account of federal parties in the USA, you must travel with an American airline.

I hereby request to prepare advance payment in the currency: _____ (You must include this information, since you will not be permitted to withdraw money from a bank in an alternate currency.)

You must include an estimate of the cost of your travel expenses, even if you do not have a complete list of your expenses.

Signature

Date

Request for Foreign Travel Using Research Budget



Office of the Vice President for Research & Research Authority

(Academic Faculty/Researchers/Research Students) Continued

Request for Grant from Research Budget

	Year	Project #	Account	Association Unit	Type	Sum	Currency
I wish to charge the Budget of Study #:							
I wish to charge the Budget of Study #:							
Funding: Research/Chair/Institute/Reserve Study/Other							
Other sources of funding:							

Authorization of Study Director/Head Researcher

Name	Date	Signature

Authorization of Dean

Name	Date	Signature

Authorization of Department Head

Name	Date	Signature

Authorization of Vice President of Research (For practical study)

Name	Date	Signature

Authorization of Head Accountant of Research Authority

Name	Date	Signature

Authorization of Rector

Name	Date	Signature