



Ben-Gurion University of the Negev
 Finance Division\ Overseas Training & Travel unit
 Tel: 08-6461700
 Fax: 08-6472993

Travel No. _____

Expense Report – For Overseas Travelers 2019

Dear Traveler,

* The Expense Report for Overseas Travelers should be submitted to the Overseas Training & Travel unit within 30 days of your return to Israel. The Overseas Training & Travel Unit is located at the Senate building, ground floor, rooms 22- 24.

* For scheduling personal meetings in advance, you contact the Overseas Training & Travel Unit between 8:30-12:00,

* For your convenience see attached Appendix A with guiding instructions and clarifications for filling out the report.

I acknowledge that the expenses that will be approved are submitted to the Israeli Income Tax regulations and BGU guidelines that are noted in appendix A

Traveler's Details

First Name				Surname				Faculty\ Department			
Israeli ID No.\ Student No.								Tel.\ Cell Number		E-mail	
Destination				Total Days of Travel				Departure Date		Arrival Date	
Purpose of Travel								Total expected (\$)		Total Received (\$)	
<i>List of Expenses (submitted with original receipts)</i>								<i>Actual Cost (To be filled by the traveler)</i>		<i>Approved by Overseas Training & Travel unit</i>	
										<i>Approved Amount (\$)</i>	<i>Remarks</i>
1. Original Flight Ticket (to pre-authorized destinations, including airport taxes).								\$	\$		
2. Visa								\$	\$		
3. Registration conference fares : Including lodging YES\NO Total No. of nights _____ Including meals YES\NO Total No. of meals _____								\$	\$		
4. Travelling expenses between cities (to & from airport):								\$	\$		
5. Domestic flight fares for training purposes:								\$	\$		
6. Research Expenses (only from budget no. 8...):								\$	\$		
6. Health Insurance (insurance policy and receipt must be submitted)								\$	\$		
7. Parking at Ben-Gurion Airport (for staff members only)								\$	\$		
8. Lodging Expenses (see Appendix A for details)											
<i>Hotel</i>				<i>Total Nights</i>		<i>Actual cost</i>		<i>Approved</i>		<i>Remarks</i>	
From:		To:				\$		\$			
From:		To:				\$		\$			
9. Total allowance in case of lodging expenses required				Days ___ X \$80		\$		\$			
10. Total allowance in case of no lodging expenses ** In case of choosing to receive expenses without presenting receipts to BGU, I hereby declare that all my expenses were paid by me for the benefit of the research and no other has carried the costs)				Days ___ X \$133		\$		\$			
11. Allowance for Return Day				\$80		\$		\$			
12. Car Rental up to \$62 per day (including Gas, parking , tolls)		From date:	To date:	Total Days:		\$		\$			
Total Expenses								\$		\$	
Requesting the difference (pls. mark) YES\NO											
I hereby declare that all expenses are for research purposes and were not covered by an external source											
Date _____				Signature of Traveler _____							

Appendix A

Flight Ticket Expenses:

1. On trips in which the ratio between the approved known travel dates to the actual dates of stay abroad is less than 25%, the cost of the flight ticket will be recognized proportionately.
2. In case of a private purchase of the flight ticket please include:
 - a. E-ticket and/or boarding passes.
 - b. An **original** signed **tax invoice + receipt** from travelling agent should be submitted with this form (No e-mail or faxed invoice will be approved).

Lodging Expenses:

1. For the first 7 nights: up to \$284 per night.
2. For the 8th night up to the 90th night: 75% of actual expense will be recognized. Not less than \$125 per night and not more than \$213 per night.
3. Over 90 nights: \$125 per night, starting from the first night.
4. Lodging expenses including breakfast or phone calls in hotel bill won't be approved.
5. In the case of a double room, 80% of actual expense will be approved (subject to conditions in above paragraphs).
6. Destinations where the expenses of board and lodging can be increased in maximum additional 25% are: Australia, Austria, Italy, Iceland, Ireland, Angola, Belgium, Germany, Great Britain, Dubai, Denmark, Netherlands, Hong Kong, Greece, Japan, Luxembourg, Norway, Spain, Taiwan, Oman, Finland, France, Korea, Qatar, Republic of Cameroon, Canada, Sweden & Switzerland.

Additional Guidelines:

7. In cases of two or more trips, with duration of less than 14 days stay in Israel between them, those trips will be considered as one travelling period according to Israeli Income Tax guidelines.
8. Receiving refund for future travelling requires submission of previous expense reports.

For further information please read:

<https://in.bgu.ac.il/finance/Pages/travelers-info.aspx>