



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

Expense Report – For Overseas Travelers 2018

Travel No. _____

Dear Traveler,

- * The Expense Report for Overseas Travelers should be submitted to the Overseas Training & Travel unit within 30 days from your return to Israel. The Overseas Training & Travel Unit is located at the Senate building, ground floor, room no. 24.
- * The report can be sent with original Invoices & Receipts via internal mail\ snail mail.
- * For scheduling personal meetings in advance, you may set one up through the electronic calendar or contact the Overseas Training & Travel Unit between 8:30-12:00, Tel: 08-6461700.
- * For your convenience see attached Appendix A with guiding instructions and clarifications for filling out the report.

Traveler's Details

First Name and Surname				Department				Faculty			
Israeli ID No.\ Student No.						Tel.\ Cell Number		E-mail			
Destination				Total Days of Travel				Actual Departure Date		Actual Arrival Date	
								Approved Departure Date		Approved 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 and visa expenses).						\$		\$			
2. Registration conference fares : Including lodging YES\NO Including meals YES\NO No. of meals _____						\$		\$			
3. Intercity travelling fares for training purposes:						\$		\$			
4. Domestic flight fares for training purposes:						\$		\$			
5. Research Expenses (except traveling expenses from SRF* only):						\$		\$			
6. Lodging Expenses											
<i>Hotel</i>				<i>Total Nights</i>		<i>Actual cost</i>		<i>Approved Amount</i>		<i>Remarks</i>	
From:		To:				\$		\$			
From:		To:				\$		\$			
From:		To:				\$		\$			
7. Total allowance in case of lodging expenses required				Total Days ____ X \$78		\$		\$			
8. Total allowance in case of non-spent 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)				Total Days ____ X \$130		\$		\$			
9. Allowance for Return Day				\$78		\$		\$			
10. Health Insurance						\$		\$			
11. Car Rental		From date:		To date:		Total Days:		\$		\$	
Total Expenses						\$		\$			
Requesting the difference (pls. mark) YES\NO						Date					
(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)											
Signature of Traveler _____											

Appendix A

Approving Flight Ticket Expenses:

1. 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)!

Approving Lodging Expenses:

1. For the first 7 nights: up to \$278 per night.
2. For the 8th night up to the 90th night: 75% of actual expense will be recognized. Not less than \$122 per night and not more than \$208.50 per night.
3. Over 90 nights: \$122 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.

Approving Car Rental Expenses:

1. Car rental expenses will be approved up to \$61 per day (including gas and parking fees and tolls)

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 overseas travel booklet at:
http://in.bgu.ac.il/finance/DocLib5/info_brochure_abroad.pdf