

Procedure and Guidelines for Hosting Guests from Abroad

Appendices: Appendix A: Inviting Lecturers and Guests from Abroad
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1. General

The University's units or its employees occasionally invite guests from abroad as part of the research, instructional or administrative activities, for example: researchers who partake in conferences, donors, renowned guests, prestigious awards winners etc. The procedure does not apply to foreign guests who are employed by the University, who must be issued an appointment by the Human Resources Branch.

2. Objective

The objective of this procedure is to determine rules intended for organizing and dealing with the guest's invitation process, detailing the required certificates and permits, the type of payments allowed and their ceilings.

3. Definitions

3.1 "The Guest" – someone who is not a citizen of Israel, possessing a foreign citizenship and whose flight expenses and/or living expenses and/or accommodation and travel expenses are being funded by the University or the University pays him a one-time payment for a lecture or for attending a conference, a continuing education program, a workshop or a research.

3.2 "The Orderer" – a person in charge of a budgetary unit, who initiates the guest's invitation.

3.3 "Honorarium" – a payment awarded to the guest for attending or delivering lectures in conferences, continuing education programs, workshops, seminars, committees and the like.

4. The Procedure's Contents

4.1 The following expenses can be paid for a guest:

4.1.1 A refund for an airway ticket.

4.1.2 Living expenses.

4.1.3 Accommodation and travel expenses.

4.1.4 Honorarium.

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4.2 The process for inviting a guest from abroad:

- 4.2.1 The orderer will fill out the invitation's details within the e-Tafnit System and will print it. A sample of the "Invitation of Guests from Abroad" form is attached to this procedure in Appendix A (hereinafter: "The Invitation Form"). The hosting period will not exceed 3 months. The orderer will specify the guest's nature of activity within the request's details.
- 4.2.2 The Invitation Form will be approved by all the following factors and entities: the orderer, the Head of Department and Dean or the Head of Administration of the Academic Unit when the inviting unit is an academic unit, and an External Lecturer and the person in charge of the Foreign Lecturers when the inviting unit is an administrative unit.
- 4.2.3 The following must be attached to the signed Invitation Form: a passport photocopy, airway tickets photocopy (if a flight expenses refund is requested) and original payment receipts for which refunds are being requested. The Invitation Form must be sent to the Foreign Currency, Continuing Education Programs and Sabbatical Years Department and to the Security Department up to two weeks before the guest's date of arrival to Israel.
- 4.2.4 In cases where no receipts are provided for the payments requested, a Residency Statement signed by the guest must be attached (Appendix B).
- 4.2.5 The orderer must ensure that the guest has received a B/2 Entry Visa (Tourist) for the requested time period and for three months at most. In the event that the guest arrives from a country for which the Ministry of Interior requests the arrangement of an Entry Visa in advance, the orderer will handle the receipt of the Visa vis-à-vis the hosting unit. See the Request Form (Appendix C).
- 4.2.6 The Foreign Currency, Continuing Education Programs and Sabbatical Years Department will examine the request and deliver the Invitation Form to the relevant budgetary unit for approval and reservation (budget clauses that commence with the digits 5, 6, 39: to the Planning, Budgeting and Economics Branch, budget clauses that commence with the digit 3, to the Funds and Research Department, budget clauses that commence with the digit 8, to the Research and Development Authority).
- 4.2.7 The guest will receive the payments by means of a check or a bank transfer in NIS and/or the relevant foreign currency. In cases where the payment is requested in foreign currency, it is clearly preferable to carry out the payment by means of a dollar check. A bank transfer is contingent on the guest filling out his bank account details and their delivery via email to the Foreign Currency, Continuing Education Programs and Sabbatical Years Department. The bank account details will include: the bank account holder's name as specified in the bank, the bank's name and address, the bank's code, branch number, swift code and account number.

4.3 The payments ceiling and manner of payment performance:

4.3.1 Airway ticket – a refund for an airway ticket will be carried out according to the sum noted on the ticket and in exchange for the presentation of a photocopy of the airway ticket. In general, an airway ticket expenses refund will be performed in accordance with an economy class ticket price. In exceptional cases, upon the approval of the Rector, the Vice-President or the Vice-President and the Dean of Research and Development, an expense refund for a business class airway ticket will be consented.

4.3.2 Living expenses – up to the allowed deductible ceiling that appears within the Income Tax Regulations (Stay Expenses Deduction and Tax Calculation for Foreign Residents) – 1979, which is occasionally updated.

4.3.3 Accommodation and travel expenses – a refund for accommodation and travel expenses will be performed in exchange for the submission of original receipts.

4.3.4 Honorarium – following the Dean's approval with regard to the sum and academic necessity, and in accordance with the tariffs that were determined by the Planning, Budgeting and Economics Branch. Any deviation from these tariffs will be permitted solely upon the approval of the Vice President and the CEO.

4.4 Income Tax

Payments for the airway ticket, living expenses refund up to the allowed deductible ceiling that appears within the Income Tax Regulations as well as accommodation and travel expenses refund are exempt from income tax.

In cases where the Israel Tax Authority determines a withholding tax rate, the taxes will be deducted accordingly.

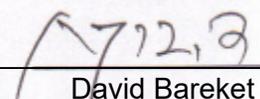
5. Responsibility and Accountability

5.1 The orderer is responsible for submitting the Invitation Form, for attaching all the required documents and obtaining the signatures of the approving factors and entities.

5.2 The Foreign Currency, Continuing Education Programs and Sabbatical Years Department is in charge of handling the request, its examination, its delivery for budgetary approval and the required payments.

6. Application

This procedure will be applicable as of 10/1/2004.



David Bareket

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Appendix A: Residency Statement

TO: Ben-Gurion University of the Negev.

Statement Regarding Primary Residence

First Name: _____.
Surname: _____.
I.D./ Passport No.: _____.
Occupation: _____.
Current Address: _____.
Place of Work: _____.
Country of Residency: _____.
Emigration Date (for Israeli residents): _____.

I hereby confirm:

(Please mark one of the first 2 declaration-sentences and sign below. If you chose the second sentence please relate to all sub-declarations).

<input type="checkbox"/>	I am a resident of a foreign country and have never been an Israeli resident. My primary place of residence is as stated above.
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<input type="checkbox"/>	I am/was an Israeli resident and as of the emigration date stated above, I moved my primary place of residence from Israel to _____ (country of residence).
<input type="checkbox"/>	My permanent place of residence and that of my family is the country of residence. Other, details _____.
<input type="checkbox"/>	My permanent place of work and those of my family are is in the country of residence. Other, details _____.
<input type="checkbox"/>	I submit a report of my income to the tax authorities in the country of residence. Other, details _____.
<input type="checkbox"/>	My stay in Israel during the present tax year has not exceeded 183 days.
For those who stayed in Israel at least 30 days during the present tax year:	
<input type="checkbox"/>	The total period of my stay in Israel during the present and the two preceding tax years does not exceed 425 days.

Signature: _____

Date: _____

Vice-President and CEO

Appendix B of Procedure 07-005

Date: ____/____/____

To: Mrs. Seniora Sasnuker – Visas Department, Ministry of Interior – Be'er Sheva.
From: Mrs. Lior Rosenthal-Almoznino, Supervisor of the Absorption and Hosting Unit.

Re: Application for a B/2 Entry Visa to Israel

In accordance with the University's commitment and according to its connections with Higher Education Institutions throughout the world for instruction and research, we hereby request the approval of a **B/2 Entry Visa for a time period of 1 month** for the University's guest **residing abroad** in the following country:

who will be arriving to our institution as a:

- Student
 Guest
 Visitor
 Researcher

From: ____/____/200__	Until: ____/____/200__
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Reasons for the Visa's request:

Details of Guest , family member of guest for whom the Visa is requested:

Private Name (in English):	Family Name (in English):
Country of Origin:	Passport No.:

→ The abovementioned guest has/will have a valid health insurance for the requested time period.

Host's Details:

Host's Name:	Id. No.:	Function and Department:	Signature:

Approval of Head of Unit/Department:

Name:	Signature:

Approval of Dean of Faculty:

Name:	Signature:

Lior Rosenthal-Almoznino

Appendix C:

Honorarium Tariffs

Budgetary exchange

rate: 3.6 **Cost per course/Semester of 4 months per one guest lecturer from overseas**

Credit points	2		3		4		Gross/hour
	Gross	Cost ⁽¹⁾	Gross	Cost ⁽¹⁾	Gross	Cost ⁽¹⁾	Tariff for (3r/40") points
Tariff C	\$4,427.75	\$5,091.91	\$6,641.63	\$7,637.87	\$8,855.50	\$10,183.83	\$166.04
Tariff C +10%	\$4,870.53	\$5,601.10	\$7,305.79	\$8,401.66	\$9,741.05	\$11,202.21	\$182.64
Tariff C + 15%	\$5,091.91	\$5,855.70	\$7,637.87	\$8,783.55	\$10,183.83	\$11,711.40	\$190.95

(1) Employer's costs for a guest lecturer from overseas

7.5% Salary tax

7.5% Employer's National Insurance

Appendix D**Ben-Gurion University of the Negev**

Foreign Currency, Continuing Education Programs and Sabbatical Years Department

Phone: 08-6472602 Fax: 08-6472993

Invitation of Lecturers and Guests from Abroad Form – Invitation No.:

Date:

Form Producer:

1. Guest's Details

Family Name:		Academic Degree:	
First Name:		Hosting Department:	
Passport No.:		Phone at Department:	
Citizenship/Residency:		Researcher/Host:	

2. Stay Details

- a. Nature of stay:
b. Stay commencement date: Stay end date:
c. Flight path:

3. Payments Detailing

Declaration: The abovementioned guest is not an employee of the University and he does receive any salary for his services at the University.

Budgetary Clause	Reported Currency	Reported Sum in Numbers	Payment Currency	Payment Sum in Numbers	Nature of Payment	Form of Payment	Date of Payment

4. Approvals

<u>Budget Owner</u>			<u>Budget Owner</u>			<u>Head of Department</u>		
Name	Signature	Date	Name	Signature	Date	Name	Signature	Date

<u>Dean/Head of Administration</u>			<u>Dean of Research and Development</u>		
Name	Signature	Date	Name	Signature	Date

1. An approval of the Dean of Research and Development in a separate letter is required for payments from research clauses (commencing with the digit 8 and/or 355).
2. The Rector's approval is required for deviations from the approved payment ceiling (250 NIS per day).
3. Refunds for hotels, car rentals and rides will be carried out solely in exchange for original receipts.
4. Refunds for airway tickets will be carried out in exchange for an airway ticket photocopy in which the flight's sum is specified.
5. A passport photocopy must be attached to every request.
6. Transfer payments to banks abroad will be carried out solely in exceptional cases. A check photocopy must be attached in order to verify the bank's details.