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| **Bar-Ilan University Expense Report for Travel Abroad**  ***Payment Department*** *Rates updated for January 2022* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The report must be submitted to the Payment Dept. within 30 days of returning to Israel.**  **We would appreciate the report being submitted with receipts copied, stapled or attached to an A-4 page. Please number the references. The report can be sent in e-mail or by internal mail.**  **Only include expenses for which reimbursement is requested. Do not include expenses that were paid by the university!** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **First and last name** | | | | | | | | | | | | | **Department/Faculty** | | | | | | | | **Did you stay in a hotel with a spouse or other family member? Yes / No. If yes, provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **ID No.** |  |  |  | |  |  | | |  | |  | | | |  |  | | **Telephone** | | | **E-mail** | | | | |
| **Actual departure date** | | | | | | | | **Departure time** | | | | | | | | | | **Date of return** | | | **Departure time** | | | | |
| **Total days abroad for conference/work - \_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | **Total days abroad**  **on private vacation - \_\_\_\_\_\_\_\_\_\_** | | | | | | | | | **Destination country/countries** | | | | |
| **Recognized expenses against receipts** | | | | | | | | | | | | | | | | | | | | | **Sum-**  **in Source currency** | | | **Currency** | **Referral number** |
| **1. Conference registration fees**  **The registration fees include lodgings: Yes / No** | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **2. Flight ticket** to approved destinations, including port fees and visa expenses  Submit flight tickets, boarding passes, e-tickets, receipts or invoices from travel agent  **[\_] Paid by the university [\_] Purchased independently  [\_] Purchased independently including an additional non-academic destination [\_] Funding received from external body** | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **3. Travel in Israel and abroad** | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| **4. Internal flights - conference related** | | | | | | | | | | | | | | | | | | | | |  | | |  |  |
| ***5. Lodging expenses***  *For the first 7 recognized nights, actual expenses of up to $284/night will be approved, for nights 8-90: 75% of actual expenses, no less than $125/night and no more than $213/night.*  *More than 90 nights, $125/night from the first night.*  *From lodging costs of two people in a room, 80% of actual costs (subject to the above conditions)*  *Cost for breakfast, telephone calls and any additional costs (laundry, ironing, mini-bar, etc.) are not to be included in lodging expenses.*  *The destinations that are allowed an increase of 25% to lodging expenses are: Angola, Australia, Austria, Belgium, Britain, Cameroon, Canada, Denmark, Dubai, Finland, France, Germany, Greece, Holland, Hong Kong, Iceland, Ireland, Italy, Japan, Korea, Luxembourg, Norway, Oman, Qatar, Spain, Sweden, Switzerland, Taiwan.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hotel** | | | | | | | | | | | | | | **Total nights of lodging** | | | | | | | | | **Currency sum -**  **Source** | **Currency** | **Referral number** |
| **From** | | | | **To** | | | | | | | | | |  | | | | | | | | |  |  |  |
| **From** | | | | **To** | | | | | | | | | |  | | | | | | | | |  |  |  |
| **From** | | | | **To** | | | | | | | | | |  | | | | | | | | |  |  |  |
| **6. Per diem for days requiring lodging expenses ($82/day)** | | | | | | | **If I chose to be reimbursed for my per diem abroad without presenting these receipts to the university, I hereby declare that all these per diem expenses were spent for my academic activity and no other body funded my expenses.** | | | | | | | | | | | | | **\_\_\_\_\_\_ days** | | |  | $ | **-** |
| **7. Per diem for days not requiring lodging expenses ($137/day)** | | | | | | | **\_\_\_\_\_\_\_\_ days** | | |  | $ | **-** |
| **8. Per diem for day of return** | | | | | | | | | | | | | | | | | | | | | | | 82 | $ | **-** |
| **Other expenses:** | | | | | | | | | | | | | | | | | | | | | | |  |  |  |
| **10. Rental car up to $64 tax exempt**  **Including fuel, parking, fees, insurance, etc.** | | | | | | | | | | **From** | | | | | | | **To** | | **\_\_\_\_\_ days** | | |  | |  |  |
| **I hereby declare that: [\_] I did not receive funding [\_] I did receive funding (or was provided service) from an external body for:**  **O Flight/ O Lodgings/ O Expenses/ O Partial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **[\_] I hereby request to receive my full expenses, even if this includes taxes at a rate of 90% for extra expenses.**  **[\_] I am not interested in requesting extra expenses and request the reimbursement will be reduced accordingly (default).** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I am aware that expenses that will be actually recognized are subject to income tax statutes and university regulations.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If I have taken a "mixed trip" as defined in the tax statues and regulations, with some of the trip not being for academic purposes, I hereby declare and undertake the following:**  **\* I am aware that the university is reporting my trip as a "mixed trip".**  **\*\* I am aware the university calculates the days abroad for academic purposes according to my declaration below.**  **\*\*\* If for any reason the tax authorities will define taxes to be charged for the "mixed trip", I authorize the university to charge me these taxes and I will immediately bear, upon notification, the costs of the aforementioned charges by the tax authorities.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **I hereby declare that I will not make private use of frequent-flier miles/points that could be accumulated for this trip. If I will privately use these miles/points, I will report it to the Payments Department, and I am aware that I will be taxed for income equaling 5% of the cost of the plane ticket.** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature of faculty member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | | | | | |

Instructions for the report of expenses from travelling abroad

* In regards to the income tax statutes, two or more trips abroad that do not include at least 14 days in Israel will be considered one trip.
* Pursuant to regulations of the tax authority, for trips exceeding 3 times the days approved for academic or administrative purposes, the traveler will be charged the relative portion of the flight ticket's cost.
* Receiving monies for future trips is conditioned upon the submission of previous travel reports.

For your convenience, the contact details with the directors of faculty relations in the various faculties:

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| **Customer Relations Director** | **The faculty** | **E-mail** | **Telephone number** |
| Tali Shani | Exact Sciences, Medical Engineering, Life Sciences, Institute of Advanced Torah Studies, administration, Humanities | [Tali.Payments@biu.ac.il](mailto:Tali.Payments@biu.ac.il) | 5318574 |
| Shani Rotman | Jewish Sciences, Interdisciplinary, Social Sciences Studies, Law, Education | [Shani.Payments@biu.ac.il](mailto:Shani.Payments@biu.ac.il) | 7384727 |