

Tel Aviv University
Human Resources Division
The Travel & Academic Benefits Unit
TRV – Travel Expenditure Report

Faculty _____

Name of employee _____ ID No. _____ Phone: _____ Email: _____

Time spent abroad:

From (departure from Israel) _____ To (departure of return flight) _____

Documents attached (originals only)

1. Flights

Paid through TAU – attached find original boarding cards

I paid the travel agent – attached find receipt, invoice & original boarding cards

I booked tickets online – attached find booking request, payment confirmation & original boarding cards

I received funding from an external source – attached find photocopy of boarding cards or documentation of leaving and re-entering Israel + E-ticket

I flew to an additional destination, aside from the approved academic destination.
Attached find a similar price quote, that does not include the private destination.

2. Board & accommodations (only at destinations included in the travel application)

I paid for accommodations – attached find original receipts

Accommodations were supplied by an external source for ___ days

I request reduced reimbursement per diem (\$75/\$94)

I request reimbursement per diem without receipts (No accommodations supplied - \$125/\$156)

3. Travel

Attached find original receipts. Destinations indicated on receipts / Destinations listed on a separate sheet

4. Conference registration fees

Attached find original receipt for the sum of _____

Membership fees relevant to the conference for the sum on _____

5. Car rental

I rented a car for ___ days at the rate of _____

6. Additional expenses / comments

1. _____ 3. _____
2. _____ 4. _____

If I am entitled to reimbursements please:

- Deposit the sum in the bank account through which I receive my salary
- Leave the sum in the travel fund

I hereby declare:

- 1. If I have chosen to be reimbursed for expenses spent on my board and accommodations abroad, without presenting the University with receipts, I hereby declare that all such expenses for which I have demanded reimbursement from the University, were truly spent by me for the purpose of performing my academic activities, and that no other person or organization covered them for me.**
- 2. I will make no private use of the frequent flyer points that may have been acquired on this trip. If I do make such use of the points I will inform the Travel Department, and I am aware that I will be charged tax for transferring the benefit, at 5% of the airline ticket price.**

Signature_____ Name _____ Date submitted_____

This report and the attached documents must be submitted within one month of returning to Israel, to the Travel Unit at the Senate Building, Tel Aviv University, POB 39040, Ramat Aviv Tel Aviv 6139001