



January 30, 2025

Subject: Procedures for pre and post arrangements for travel of international students and guests using research funds.

International students and other academic guests can obtain funding for travel to approved academic activities (conferences, collaborations, etc.). Travel arrangements must be approved at least 1 month prior to travel. Documents needed for reimbursement must be submitted within 1 month of return. The following describes the different steps needed to be completed. Details of the procedure are described here:

These instructions are aimed at international students and guests at the Technion. Students and guests must participate in research at the Technion for at least two semesters (one academic year) to be entitled for travel funded by research funds.

1. Travel will only be approved for the student presenting at the conference (lecture or poster) only that has been approved by the faculty member as being critical for the development of the research project.
2. The following forms must be submitted:
 - Manual travel form (on which you must indicate your status (guest or international student)
 - A confirmation letter from the supervisor on how the guest student's trip contributes to the research taking place at the Technion.
 - Conference registration confirmation.
 - Confirmation that the traveling student is a visiting student at the Technion and the dates of his/her presence at the Technion.
 - Abstract of the article submitted to the conference.
3. The form will go through the usual confirmation stations, a confirmation letter will be issued from the Office of the Executive Vice President for Research. The confirmation letter will also be transferred to the department of Finance that performs reimbursement of your expenses, following submission of all relevant receipts Ms. Sharona Hendel (nsharon@technion.ac.il) is responsible for reimbursements. We request that submission of receipts be performed within a month of travel.

Sincerely,

Prof. Noam Adir
Executive Vice President for Research