Students who wish to travel abroad on academic travel, need to follow the process below **in advance to their travel plans** (retroactive requests cannot be guaranteed).

**Before traveling**

1. There are several funding options:
	1. [Research budget](https://biuinternational.com/wp-content/uploads/2018/11/17_Request_for_Foreign_Travel_Using_Research_Budget.pdf) (from the PI through the Research Authority)
	2. [“Kakmab”](https://life-sciences.biu.ac.il/files/life-sciences/shared/tvps_khdsh__lnsyh_ltsvrk_pylvt_qdmyt_kh_qqmb_nvbmbr_2017.doc) (International scientific relationship foundation)- only for students who are teaching assistants
	3. [Faculty funding](https://life-sciences.biu.ac.il/files/life-sciences/shared/request_for_traveling__funds_from_the_faculty.doc)- requires matching funding from the PI, for at least the same amount, $400 ($500 for US travel).

**Please be aware- Boarding passes must be submitted upon return**

Depending on the funding, here is how to fill out the appropriate form:

Research budget form

* Please complete the form. PI signature and budget number are needed.
* Please hand out the filled form to Shani Hazan, at the faculty office room 210, for the signatures of the Head of the Dept. and Dean.
* We will contact you when all the above signatures are present, and you will need to take the form to Miri Arbel at the Research Authority office (bldg. 217).
* Rector’s signature is only necessary for travel of more than 7 days.
* The completed form should be returned to Shani Hazan, who will submit it through e-mail to Tali Shani at the Staff payments office.

Kakmab budget form

* After completing the form, please submit it to Shani Hazan at the faculty office room 210, for the Dean and head of the dept. signature (Rector’s signature is only necessary for travel of more than 7 days).
* Please make sure you completed the second page as well (sections B and C should be empty).
* Shani Hazan will scan the form and send it to Tali Shani from the Staff payments office and a copy to your mail as well.

Faculty funding form

* This funding is available only once per degree.
* PI’s matching is obligatory.
* The completed form should be given to Shani Hazan, at the faculty office room 210, for the signatures of the Head of the Dept. and the Head of Administration.
* After return from travel, the money will be transferred to your bank account once you show the boarding pass to the scholarship coordinator.

**After the academic travel**

1. Please fill the following forms
	1. [Expenses report](https://biuinternational.com/wp-content/uploads/2018/10/19_Financial_Report_from_Overseas_Travel.pdf)
	2. [Academic report](https://life-sciences.biu.ac.il/files/life-sciences/shared/tvps_dvkh_l_hshtlmvt_mkhvl_m_shvby_rtsh.doc)

Faculty office- Shani Hazan - 035316306 Shani.hazan@biu.ac.il building 212 2nd floor room 210.

Staff Payments - Tali Shani- - Tali.payments@biu.ac.il Building 402 1st floor.

Research Authority- Miri Arbel- 035317437 miri.arbel@biu.ac.il building 217