

February 2026

**Faculty Travel Committee – Policy for Supporting Travel Expenses for Graduate Students and Technicians**

Graduate students and technicians may apply for Dean's support for travel to an international conference abroad (one trip per year) by submitting a request to the Faculty Travel Committee. Dean's support is available to technicians and to students as follows: Master's students (second year), PhD students (first four and a half years – 9 semesters), and postdoctoral fellows (first two years).

Following the implementation of a new computerized system in the Academic Secretariat, the procedure has changed. According to Academic Secretariat guidelines, travel approval must first be obtained through the computerized system. Additional information can be found at the following link:

<https://portal.bgu.ac.il/private/admins/flying/request-abroad-3>

Only after this approval may the request be submitted to the Faculty Travel Committee via the Faculty of Health Sciences Dean's Office Secretary (Ms. Tzachit Fargo), within **three days** of receiving the computerized approval.

Requests approved by the Faculty Travel Committee will be forwarded to Ms. Lital Levi, Faculty Procurement and Budget Coordinator, for further processing, and notification will be sent to the applicant. After budget approval, all request forms and accompanying documents will be transferred directly to the Academic Secretariat for further handling.

All funding sources (internal and external) must be declared at the time of submission. According to Scholarship Fund regulations, additional funding requests will not be approved retroactively.

The Faculty Travel Committee convenes at the beginning of each month. Requests that have already been discussed will not be reconsidered. Requests submitted after return from the conference will not be reviewed.

Sincerely,

Faculty Travel Committee

Prof. Dan Levy – Chair

Prof. Adrian Israelson – Member

Prof. Tamar Weinstock – Member

### **Scholarship Graduate Students (Master's, PhD, Postdoctoral):**

For this procedure, a scholarship student is defined as a Master's, PhD, or postdoctoral student receiving a Faculty of Health Sciences scholarship for at least six months.

Applications must be submitted using **Form 1**.

#### **Additional Notes:**

- External funding sources and amounts must be declared, or a declaration that no such funding exists.
- Supervisors must commit to matching funding of at least \$200 and specify the budget number on **Form 1**.
- For Master's scholarship students, supervisor matching is not required.
- Maximum Dean's support: \$300 for Europe travel or \$500 for distant destinations.
- Female PhD students traveling with an infant (under two years old) may receive an additional support grant of up to \$500.
- After return, students must contact the Foreign Currency Department regarding reimbursements.

### **Non-Scholarship Graduate Students:**

Applications must be submitted using **Form 2** with:

1. Official conference registration fee confirmation.
2. Flight ticket and airport tax price quotation.

### **Additional Notes:**

- Teaching assistants (current or past) must specify available funding from the Scientific Relations Fund.
- External funding must be declared.
- Supervisors must commit to matching funding of at least \$200 and specify the budget number on Form 2.
- Maximum Dean's support: \$300 for Europe travel or \$500 for distant destinations.
- Female PhD students traveling with an infant may receive up to \$500 additional support.
- After return, students must contact the Foreign Currency Department.

## **Technicians**

Applications must be submitted using **Form 3** with:

- Abstract submitted/to be submitted to the conference.

### **Additional Notes:**

- Available funding from the Scientific Relations Fund or Knowledge Fund must be specified.
- External funding sources must be declared.
- Supervisors must commit to matching funding of \$700 for Europe travel and \$1,000 for distant destinations and specify the relevant budget number.
- Maximum Dean's support: 1,500 NIS for domestic travel (no matching required), \$700 for Europe travel, or \$1,000 for distant destinations (USA, Canada, Japan, Australia, Singapore), subject to supervisor matching approval.
- After return, technicians must contact the Foreign Currency Department regarding reimbursements.