

February 2026
Faculty Travel Committee – Policy for Supporting Travel Expenses for Graduate Students and Technicians

Graduate students and technicians are eligible to apply for the Dean's travel support for participation in an international conference abroad (one trip per year) by submitting a request to the Faculty Travel Committee. The Dean's support will be granted to technicians and to: Master's students (in their second year of studies), PhD students (during the first four and a half years of their studies – up to 9 semesters), and postdoctoral fellows (during their first two years).

Application forms must be submitted through the Office of the Dean of the Faculty of Health Sciences (Ms. Tzachit Fargo) **at least 60 days** prior to the travel date. The request will first be forwarded to the Faculty Travel Committee for approval of faculty support.

The Faculty Travel Committee reviews applications at the beginning of each month. Requests that have already been discussed by the committee will not be reconsidered. In addition, applications submitted after the student has returned from the trip will not be reviewed.

All funding sources (internal and external) must be specified at the time of submission. **According to the guidelines of the International Training and Travel Unit, additional funding sources cannot be added at a later stage.**

Information on submitting a travel request through the International Travel System for those also requesting support from the Central Scholarship Fund is available at:

<https://portal.bgu.ac.il/private/admins/sec/studyfund>

Information on submitting a travel request through the International Travel System for students not requesting support from the Central Scholarship Fund is available at:

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

Information on submitting a travel request through the International Travel System for technicians traveling as part of their role, and for administrative and technical staff:

<https://portal.bgu.ac.il/private/admins/hr/request-abroad-4>

Applications approved by the Faculty Travel Committee will be forwarded to Ms. Lital Levi – Faculty Procurement and Budget Coordinator – for further processing, and a notification will be sent to the applicant.

After receiving faculty approval for the trip, Ms. Levi will provide the applicant with the Dean's signed authorization. The applicant must then submit the request through the computerized system, attaching all required approvals and indicating all funding sources and the amount approved from each source.

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.