

March 13, 2025

Protocol for Travel Abroad — Students

1. General

This protocol establishes the **requirements and processes** for students traveling abroad as part of a Reichman University program or activity, whether individually or in groups. It outlines the steps from the completion of the Declaration and Commitment Forms through to the final reporting and, where applicable, financial reimbursement.

2. Travel approval

- ✓ Each student wishing to participate in a trip abroad must complete the Declaration and Commitment Form for Travel Abroad (Appendix A).
- ✓ By the date of departure, the head of the delegation (the university faculty member in charge of the program or activity) must ensure that all students taking part in the trip have signed the Declaration and Commitment Form for Travel Abroad (Appendix A). The head of the delegation is responsible for collecting and retaining these forms. If any forms are not submitted to the head of the delegation by the date of departure, the head of the delegation undertakes to notify the dean, who will immediately report the issue to the CEO and Vice President.
- ✓ The head of the delegation must attach a comprehensive list of all students taking part in the trip to the Request for Approval to Travel Abroad Form (Appendix B).
- ✓ **The head of the delegation must complete a travel abroad form in accordance with the applicable procedure for their role (administrative staff/academic faculty). Requests for approval to travel abroad may not be submitted retroactively.**
- ✓ Prior to the trip, the head of the delegation will receive a security briefing from the university's security officer.

3. Coordination of travel arrangements

- ✓ **All students and members of the delegation must** purchase travel insurance for the entire duration of the trip, prior to leaving the country. Travelers who do not provide proof of travel insurance will not be authorized to travel abroad.
- ✓ Travel stipends and accommodation reimbursements will be refunded only to members of the delegation, within the allocated budget and in accordance with income tax regulations.
- ✓ Travel stipends and accommodation reimbursements will be refunded for the head of the delegation and, if necessary, an additional faculty member, within the allocated budget and in accordance with income tax regulations.
- ✓ If the trip is funded by the university, flights will be in economy class only.
- ✓ In cases where flight and hotel reservations for students participating in the trip are arranged independently, the head of the delegation must verify that all students have made their bookings prior to the date of departure.
- ✓ Students and delegation members are responsible for obtaining an entry visa for their destination at their own expense.

If the entry visa for the requested destination is not approved, the traveler will bear the costs, and the university will not provide a refund. If the traveler is a university employee, the university will cover the expense. In the event that the trip is funded by an external party, visa and travel costs will be covered by that entity.

Travel agency contacts

Ophir Tours

Tali Ben Yishai: 050-5715008 / 03-5261792 Email: tali_av@ophirtours.co.il

Emergency hotline: 052-3575611

Dina (accounting) 03-5269620 dina_s@ophirtours.co.il

Lachish Tours

03-6449999

Doron Frank: 052-2892924 Email: doronf@lachish.co.il

Signal Tours

Iris: 054-7567777 Email: irisbm@signaltravels.com

Express Tours

03-6142333 / 03-5719669

Daniel Malul: 053-3336905 Email: danielm@etrbiz.com

Matilda Lev-Ari: 03-5719669 Email: MathildaL@etrbiz.com

Sigal Leundorf (accounting): 03-6142333 Email: SigalL@etrbiz.com

Contacts in the university finance department for overseas travel:

Ortal Erenberg — Head of Overseas Travel- Administrative Staff, Students, and Groups
ortal.erenberg@runi.ac.il

Tali Namer — Head of Overseas Travel - Academic Faculty, Research Grants or Research Funds
tali.namer@runi.ac.il

Appendix A:
Student Declaration and Commitment Form for Travel Abroad

I, _____ (first and last name), holder of ID No. _____ hereby declare and undertake the following:

1. I am a student pursuing a _____ degree in the _____ program at the _____ School at Reichman University (hereinafter: the **"University"**). I am interested in traveling abroad to participate in the study tour/training/conference/competition _____ (hereinafter: the **"activity"** and/or the **"trip"** respectively) which will take place between the dates _____.
2. I understand that during the trip, I will be representing the University and will conduct myself appropriately, in accordance with local laws in the destination country and the instructions of University's designated representative. If I fail to fulfill this obligation, I will bear sole responsibility for my actions, and the University will not be obligated to provide me with support or assistance.
3. I am aware that participation in this trip is a privilege, not a right. I declare and confirm that the University bears no responsibility for any bodily injury or property damage that may occur during the trip. Accordingly, I waive any claim or legal action against the University in relation to such damages during the trip.
4. If I choose to extend my trip beyond the official dates of the activity, I assume sole responsibility for any bodily injury, property damage, or any other harm that I may cause.
5. I am aware that the University is not responsible for providing me with comprehensive travel insurance. I confirm that I have independently purchased medical insurance covering the entire duration of my trip, from the moment I board the plane in Israel until the moment I return to Israel. This insurance includes, at minimum: evacuation to a hospital; medical flights within the continent and to Israel; coverage for road accidents; hospitalization expenses, including doctor fees, surgeries, intensive care, outpatient care, tests, X-rays, and medications during hospitalization; necessary medical expenses outside of hospitalization, as determined by a qualified physician, including, among other things: visits to a qualified physician, tests, X-rays, and prescription medications; dental treatment expenses required due to accidental injury, and emergency treatment. I have also purchased medical coverage for COVID-19, including trip cancellation due to the virus.

6. I confirm that I have been advised to check travel warnings for the destination country and tour area in advance and on an ongoing basis, and will act in accordance with them. These warnings are issued periodically by the Ministry of Foreign Affairs and the National Security Council.
7. I am aware that the University is investing significant funds to support the activity and my participation in the program. Therefore, I understand and agree that if I cancel my participation at any time after my flight ticket has been booked, without a justifiable reason as determined by the University, I will be obliged to reimburse the University for any funds received or expenses paid or committed on my behalf toward travel costs that are non-refundable (or a higher amount specified in the registration documents).
8. I have read and understood all of the above and I wish to participate in the trip.

In witness thereof, I sign below:

Date _____ Signature _____

**Appendix B:
Request for Approval to Travel Abroad Form**

Head of delegation: _____ Phone: _____ School: _____ Name of course/program: _____

Trip destination: _____

Departure Date: _____ Return Date: _____ Total duration (day)s: _____

Number of students expected to participate in the program/trip:

*A list of student names (first and last) must be attached to this form.

Is hotel or flight booking required for the students? Yes/No

Additional relevant trip details: _____

Please Note:

1. If the flight is booked by the university, tickets will be issued in economy class only.
2. **It is mandatory** to purchase travel insurance before leaving the country.
3. Prior to the trip, the head of the delegation will receive a briefing from the university's security officer.

The head of the delegation undertakes to read the protocol, to have the declaration forms in their possession by the date of the trip, and to ensure that all students have obtained appropriate travel insurance.

Funded from budget: _____

Signature of head of the delegation: _____

Signature of head of the budget department in the university finance department: _____

Approvals

Dean/School Director/Vice Dean: _____ Date: _____

The trip will be approved only after all students have signed the Declaration and Commitment Form for Travel Abroad.

CEO and Vice President: _____ Date: _____

Notes: _____