



Date: _____

Dear Prof. _____,

We are looking forward to seeing you at the Technion, from _____ until _____.

In order to reimburse your travel expenses please keep the following documents:

1. Flight tickets and a receipt of your payment.
2. Boarding passes,
3. A copy of your passport : picture and number .
4. Hotel receipt if you paid independently.
5. Travel receipts to and from the airport (taxi or train).
6. Please fill out the attached forms: 'Form of payment' and 'Non-resident declaration'.
7. The original paper receipts (taxi or train) please submit them before you leave. In addition, all other documents, send them when you'll return to your home, preferably as scanned document or original electronic invoices.

Do not hesitate to contact me if you have any further questions.

Regards,
