

November 2024

## GUIDELINES FOR TRAVEL ABROAD

Each Adams Fellow is eligible for coverage of expenses for international study for \$3,000 each year of the fellowship, for active participation in an international scientific conference/workshop or for laboratory study abroad or for international scientific collaboration or to interview for a postdoctoral position, provided the trip is to contribute meaningfully to his/her scientific career. This is transferable from one year to the next and is not limited in the number of trips per year. Beyond this amount, the fellow's advisor is expected to provide assistance. Travel will be allowed only after completing 6 months of the fellowship and as long as the fellow is an active doctoral student in Israel.

The applications should be submitted to Ms. Batsheva Shor at the Israel Academy of Sciences, at least one month in advance, to allow time for the approval process. The following material should be included in the application:

1. A formal request to the Adams Fellowships Committee, asking that the conference/workshop/laboratory study/collaboration/postdoc search be approved for support with the travel allowance. This should include a **summarized list of expected expenses – in US Dollars** – including:
  - Conference/workshop registration
  - Visa
  - Flight
  - Travel to and from airport
  - Hotel
  - Allowance per diem, including food and local travel.
2. A personal invitation to the Adams fellow to participate and present a lecture, poster or paper at the conference/workshop or to study at the lab or conduct scientific collaboration or interview for postdoctoral training,
3. A letter of recommendation from the fellow's advisor, explaining the importance of his/her trip,
4. The conference/workshop registration form,
5. Hotel quote,
6. Official proposal for flight costs.

All the material should be scanned or saved as **ONE PDF FILE** and sent by email to Ms. Batsheva Shor, at [batsheva@academy.ac.il](mailto:batsheva@academy.ac.il). The travel allowance will be provided prior to the trip.

Upon his/her return, the fellow is expected to send, by e-mail.

1. a **financial report** including a summary of expenses on the following *Adams Fellows Travel Expenses Claim Form*, and **scanned receipts** (except for the allowance per diem). The financial report and scanned receipts are necessary for tax-exemption.
2. a brief, one-page **scientific report** of the trip and its accomplishments.

## *Adams Fellows Travel Expenses Claim Form For Submission Upon Return*

\_\_\_\_\_  
*Name of participant (in capital letters)*

\_\_\_\_\_  
*Address of participant (in capital letters)*

\_\_\_\_\_  
*E-Mail*

\_\_\_\_\_  
*Place and dates of the event*

Departure from	Date	Return to	Date
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Departure from	Date	Return to	Date
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Departure from	Date	Return to	Date
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***Travel expenses*** (Please attach copies of your receipts)

<i>No.</i>	<i>Item of expenditure</i>	<i>Amount</i>	<i>Currency</i>	<i>US Dollars</i>

***TOTAL EXPENSES IN US DOLLARS*** \_\_\_\_\_

***I declare that the expenses claimed above are not being reimbursed from any other source.***

*Date* \_\_\_\_\_ *Signature* \_\_\_\_\_