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Foreign Travel Expense Report 2019

This form must be completed for each overseas trip.

Passenger name(s):	
Destination(s):	
Purpose of trip:	
Departure date:	Return date:

Total days abroad:

Total nights abroad:

Expense Details:

Expense Type	Description	Amount in US\$	Exchange Rate	Amount in NIS
Flight ticket(s)	Flights to destination overseas (up to business class)			
	Internal flights overseas			
	Travel/ health insurance			
	Airport taxes and surcharges			
	Other:			
Accommodation, with receipts	Up to first 7 nights, amount per night not to exceed US \$284 / \$355*			
	From the 8 th night through the 90 th night (see Note 1)			
Other expenses - if accommodation is claimed	US\$ 80 / \$ 100* per day			
Other expenses - if accommodation is not claimed	US\$133/ \$166* per day			
Car rental	Not to exceed US\$62 / \$77* per day			
Communications				
Land travel				
Professional publications				
Gifts to clients and/or suppliers				
Other				
			Total	

Notes:

- With respect to accommodation expenses from the 8th night through the 90th night, inclusive, up to USD \$125 / \$156*, the expense will be allowed in full. If over USD \$125 / \$156* per night, 75% will be allowed, but not less than USD \$125 / \$156* for accommodation and not more than USD \$213 / \$266* per night.
- With respect to a trip that is longer than 90 nights: If the continuous stay in Israel between two or more trips overseas is less than 14 days - the trips will be regarded as one overseas trip and accommodation expenses of up to USD \$125 a night will be allowed.
- The above rates are in effect for 2019.

(*) 25% shall be added to the limits set out above for travel to the following countries: Angola, Australia, Austria, Belgium, Cameroon, Canada, Denmark, Dubai, Finland, France, Germany, Holland, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Korea, Luxembourg, Norway, Oman, Qatar, Spain, Sweden, Switzerland, Taiwan, UK.