



Dear,

Following is a short users guide -

After a thoughtful analysis of the University's travelling to abroad process, we decided to switch to a computerized accounting system to; save a lot of hassle in printing of and collecting of the documents; avoid manually filled out forms; shorten the time of transportation of the documents between the various offices; and especially create a 21st century period-compatible process and use of technology.

- In this system, it is possible for passengers to enter the Cytric website and place online ticket orders. This will directly charge your appropriate budget. (For the avoidance of doubt, in this way no flight ticket reservation is required through the SAP portal)
- Upon completion of the flight ticket booking, an automatic email will be sent to your University mailbox account so you could continue filling out the online travel form. Please pay attention to attach the appropriate files to the travel form depending on the type of your trip. The list of the files required for each type of trip is detailed in the relevant section of the travel form. See sample screenshot:

יש לצרף מסמכים לפי הפרוט הבא:

- נסיעה לכנס – רישום לכנס, תוכנית הכנס ומכתב הזמנה במידה וקיים.
- נסיעה לסיור לימודי – תוכנית הסיור
- נסיעה להשתלמויות וקורסים – רישום, תוכנית הקורס/השתלמות
- נסיעה ללימוד ומחקר בספריות וארכיונים - מכתב הסבר של חבר הסגל למטרת הנסיעה
- נסיעה למחקר ארכיאולוגי – פירוט תוכנית המחקר
- השתתפות בוועדות – מכתב הזמנה
- פגישות עם עמיתים בחו"ל- מכתב הזמנה מהגוף המארח

- Upon completion of the required data, the form will be automatically sent for a round of approvals which are determined according to the uniform rules for each different type of trip (administrative / academic / FR). Throughout the process, faculty members can access the system to track the various stages of approvals. At the end, an e-mail will be sent indicating the status of the trip (approval / rejection to receive more documents or for any additional inquiries). See example:



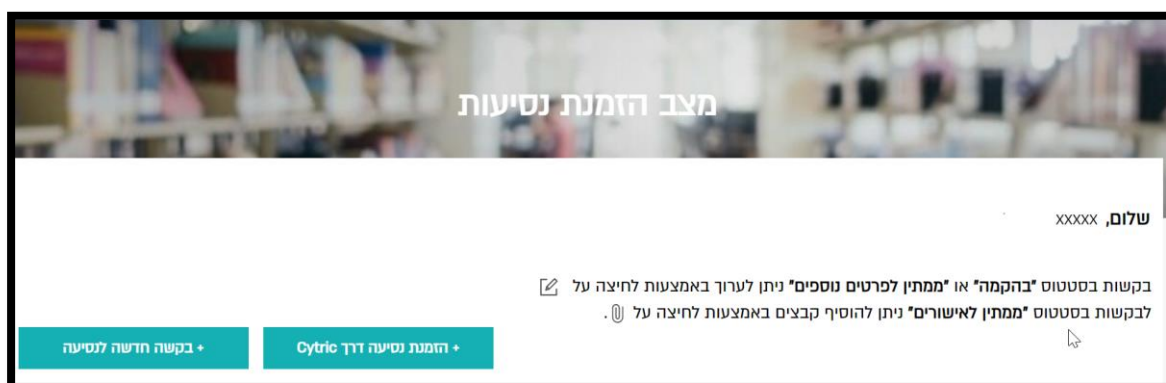
- Expenses Reimbursement – Based on the checks made at the system characterization stage, we included an option in the form to request a down payment for the potential expenses reimbursement without proof of receipts before the trip. If approved, the money will be transferred automatically to the account selected several days before the trip and thus with no need to go to the finance units on campus. Upon your return to Israel, a full account will be made for all components of the trip (including reimbursement for accommodation expenses if paid directly by the faculty member). Any differences will be paid to the faculty member immediately upon concluding the trip. This will save the existing bureaucracy with the finance units before leaving for the trip. It is important to note however in any case, the units will stay of your service as today.
- If you choose to work with the system though, a visit to the finance unit is possible yet not required.
- A short feedback survey of the system will be sent once the form is submitted. We will be grateful for your sincere feedback so we can continue to refine the system to the needs of the users.

As we have more users join the system, we are now working on computerizing the final stage of the travel process – the expenses reimbursement accounting. The goal is to make it most accessible, efficient, simple and instant.

The system is for the most part intuitive and similar to our existing forms. We consciously chose to highlight key nodes only to examine the process. Therefore whether changes or clarifications are required, or with any additional questions and inquiries you can contact Odelia Limoy at ms_accounting@savion.huji.ac.il.

Technical support is accessible by phone: 02-5883450 on Sunday-Thursday between 8:00-15:00 or via the system [here](#)

To access the system your university identification is required. Once logged in, you can choose (top left corner) whether to enter (1) the Cytric flight booking website or (2) fill out a new travel request (in case the flight ticket was purchased in a different way). See relevant photo:



Click here for the link to the system: [travel system HUJI](#)



It is with great thanks to a wide team of people who guided the project in its various stages. Their advice, support, characterizations, executions and testing of the system are greatly appreciated.

Namely I will mention Gil Cohen, Diego Kramer, Ayelet Wagshal and Tami Rosenberg, Odelia Limoy, Deborah Dayani and Ayelet Avraham Gobi from the Finance Department; Yaara Chen and Tal Levinstein from the SF Team; and of course, Prof. Anat Zeira, Prof. Shmuel Peleg and Prof. Niv Shaviv from the academic faculty who initiated the process and assisted to define the needs.

I wish you an enjoyable user's experience!

All the best,

Orit Smith