



Bilkent University

Faculty of Business Administration

Guidelines for Department and KAF Supported Visits to attend Conferences and other Professional Activities

This document guides faculty members on department and KAF supported visits. It summarizes the procedures, lists required documents, and provides funding details.

By Buket BIYIKLI and Özgür KIBRIS (September 2025)



Bilkent University

Faculty of Business Administration

Department-Supported Visits

Dear faculty member, at least 20 days before your visit, please provide the following documents to Buket Bıyıklı (e-mail: buket.biyikli@bilkent.edu.tr – Phone: 1928).

1. A filled [Travel Request Form](#)
2. Bank account details (for payments in foreign currency; only needs to be shared before the first visit)
3. Expense receipts (e.g., for tickets, registration fees) issued to the Bilkent University billing address below:

Ihsan Dogramaci Bilkent University
Address: Universiteler Mah. 1609 Sokak No: 10, 06800 Bilkent, Ankara
Tax Office: Doğanbey Vergi Dairesi
Tax ID: 1750021979

4. Abstract of the accepted paper and the acceptance/invitation letter¹

The 20 days deadline is particularly important if you would like to receive an advance for the visit.

Travel request form

Please find below an example of the form, with information as to how to fill it.

As of September 2025, the maximum reimbursable amounts are as follows. These amounts represent the upper limits for department-supported travel funding:

- Up to USD 3,000 for overseas destinations (e.g., USA, Japan)
- Up to USD 2,500 for European and comparable destinations

The total amount requested in the below form should not exceed these limits.

¹ An exception can only be made with the Dean's approval.



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Travel Request for Conferences and Other Professional Activities

Name of the Applicant:	
Faculty/School and Department:	
Name of the conference (or other professional activity)	
City and country to be visited	
Title of the paper to be presented (or topic of the professional activity) ¹	
Other responsibilities to be assumed by the applicant at the conference/meeting ²	
Institution(s) organizing the conference, or professional activity ³	
Results obtained from the last two international travels supported by Bilkent University ⁴	
Number of Bilkent-supported international travels in this academic year	
Total sum (in \$ and TL) of financial support provided by Bilkent for these travels ⁵	
Arrangements for missed classes	
Remarks ⁶	
Dates of leave: from ---/---/---- to <u>---</u> /---/----	Length of leave (in days)

The total amount of previous department-supported travel within the same academic year must be indicated

The number of days must be calculated. Example: For flight dates of 17 and 22 September, enter 6 days.

Financial support requested from the University for the visit

Type	Remarks	Amount ⁷	
		TL	\$
Per diem ⁸			
Travel fare ⁹			
Registration fees			
TOTAL			



Please see A. Per Diem



Please see B. Travel fare



Please see C. Registration Fee

Financial support for this visit from other sources

Source	Remarks	Amount ¹⁰	
		TL	\$
TOTAL			



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A. Per Diem

There are two alternatives available regarding the per diem;

a) You can choose a fixed daily per diem allowance determined by the university for each country of origin. Please see the last column of the table available at:

https://w3.bilkent.edu.tr/web/provost/proje/yurtdisi_harcirah_tutarlari.doc

In this case, no additional receipts are required after your visit.

The daily allowance may be increased by 50% for the first 10 days with Dean's approval.

b) You can use this alternative to enter an amount that exceeds the daily per diem for the country of origin. In this case, you need to write down your hotel fee (a reservation document required) and the predicted additional spending for meals during your visit. Also, you need to collect the hotel and meal receipts during your visit and present them to Buket Bıyıklı afterwards. If the receipts fall short of the original amount requested, the difference must be repaid to the University. Otherwise, no additional transaction is necessary.



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B. Travel Fare

You can enter here your travel expenses including airfare, trains, transfers, taxis, Visa Fees, and the International Departure Fee (yurtdışı çıkış harcı). Please keep all your invoices to be submitted by the end of the visit.

You can book your flights through Star Tourism (Contact: Baybars Alpaslan, baybars@starturizm.com). In this case you don't have to deal with reimbursement but they charge a service fee.

C. Registration Fee

Please enter here the Conference Registration Fee but not any type of Society Membership Fee.

Regarding society membership fees, we only have a limited budget this year. Junior faculty members can inquire with Buket Biyikli about support and fill out a separate [Professional Membership Form](#). Next year, we will apply for an additional budget for this item and will let you know of the outcome.

After your visit

Please note that all receipts for flights, hotels, registration fees and (if you choose the second option for per diem) meals must be submitted upon return. Also, due to YÖK auditing requirements, invoices must be submitted within 7 days.

Also, if you are traveling in August, please make sure to bring in your receipts *before the end of the month*. As you know, a new fiscal year starts with September 1st and the FBA must close the conference budget before then.



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KAF-Supported Visits

For visits funded by the KAF budget, the procedures are monitored by the TTO Unit. The responsible person is

Ayça Kes

ayca.kes@bilkent.edu.tr

At least 20 days before your trip, please fill out the [Pre-Travel Form](#) and bring a printed copy to Buket Bıyıklı. She will share the document with TTO on your behalf and will keep a record as well.

At most a week after your visit, please fill out the [Post-Travel Form](#) and bring a printed copy to Buket Bıyıklı. She will share the document with TTO on your behalf and will keep a record as well.

Examples of the two forms can be found below.

P.S. To use your KAF budget, you need to have an e-signature, an EBYS, and an ERP account. Please get in touch with Serap Yücel if you need to set these up.



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I.D.Bilkent University Post Travel Expense Claim Form For Travels Covered From a Project Budget

Name/Surname	:	
Project Name and Code	:	
Travel Destination(s)	:	
Travel Dates	From:	To:

Expense	Description	Amount	Currency
Per Diem			
Transportation Fees (Airfare, train etc.)			
Other			
Other			
TOTAL			

Project Manager (Budget Approval):	Date: ___/___/___	Signature:
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I.D.Bilkent University Time-off Request and Approval Form for Travels Funded from Projects			
Name of the Applicant	:		
Department/Faculty/School	:		
Project's Short Name	:		
Project Code	:		
Travel Destination (City/Country)	:		
Travel Purpose	:		
Travel Dates	From: ___/___/___	To: ___/___/___	Num. of Days: ___
Applicant's Name:	Date: ___/___/___	Signature:	
Project Manager:	Date: ___/___/___	Signature:	
<i>Opinions and Authorizations</i>			
Department Chair:	Date: ___/___/___	Signature:	
Dean/School Director:	Date: ___/___/___	Signature:	
Compensation of the courses during the travel period:			

Afterword

We hope you will find these guidelines useful.

Please come back to us for any feedback or questions and we will try to revise the guidelines accordingly.

We wish you all a safe and productive visit!