

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Regulations on Travel Expenses

Established: The University of Tokyo Rules No. 180; April 1, 2004

Revised: The University of Tokyo Rules No. 289; February 8, 2005

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Article 1 Purpose

The purpose of these Regulations is to provide for necessary matters concerning travel expenses required for travel by executive, academic and administrative staff (hereinafter collectively referred to as “employees”) of the National University Corporation, the University of Tokyo (hereinafter referred to as the “University”), and persons other than employees who are requested by the University to travel, carried out in connection with the operation of the University (hereinafter referred to as “business trip”), and travel expenses required for travel as a result of hiring, reassignment, etc., of employees (hereinafter referred to as “relocation”).

Article 2 Travel Order or Request

1. Business trips as set out in the preceding Article (including relocation; the same shall apply hereinafter, except in paragraph 2 of this Article) shall be taken under a travel order to the employee or a travel request to a person other than an employee (hereinafter referred to as the “travel order or request”) by the President or a person delegated by the President (hereinafter referred to as the “person eligible to issue travel orders”). The same applies to changes to (including the rescission of) the travel order or request.
2. A person who has gone on a business trip shall report on the business trip after completion of the business trip within the period separately specified.

Article 3 Types of Travel Expenses

1. Types of travel expenses shall include transport expenses, daily allowance, accommodation fees, meal expenses, transfer expenses, arrival allowance, dependent family transfer expenses and miscellaneous travel expenses.
2. Transport expenses shall be paid based on the travel distance.

3. A daily allowance shall be paid as a separately prescribed amount per day, based on the number of days on the business trip.
4. Accommodation fees shall be paid as a separately prescribed amount per night, based on the number of nights stayed.
5. Meal expenses shall be paid as a separately prescribed amount per night based on the number of nights stayed during trips that involve travel over water.
6. Transfer expenses shall be paid for change of address, etc. as a separately prescribed amount based on the travel distance.
7. An arrival allowance shall be paid for change of address, etc. as a separately prescribed amount.
8. Dependent family transfer expenses shall be paid for transfer of dependent family members.
9. Miscellaneous travel expenses shall be paid to the actual amount incurred for travel outside Japan.

Article 4 Calculation of Travel Expenses

Calculation of travel expenses shall, in principle, be based on the most reasonable route and method of travel from the employee's place of work to the destination of the business trip. However, if it is difficult to follow this rule, the calculation shall be made based on the route and method actually taken.

Article 5 Payment Requests for and Settlement of Travel Expenses

1. Employees who intend to receive payment of travel expenses shall submit a written request provided separately, together with the necessary documentation, after completion of the business trip, in principle. However, if it is especially necessary, employees may request advance payment before starting on the business trip.
2. Employees who receive advance payment of travel expenses pursuant to the proviso of the preceding paragraph shall settle travel expenses after the completion of the business trip within the period separately specified.

Article 6 Adjustment of Travel Expenses

If it is especially necessary due to the nature of the business trip, or if it is deemed that there are special circumstances, travel expenses may be paid after being adjusted accordingly.

Article 7 Rules on Implementation

In addition to the provisions of these Regulations, any necessary matters concerning payment of travel expenses shall be stipulated in the University of Tokyo Guidelines for Payment of Travel Expenses.

Article 8 Exemption

These Regulations shall not apply to travel for training pursuant to Article 12, paragraphs 2, 3 and 4 of the University of Tokyo Regulations on Conditions of Employment of Academic Staff (Rules No. 16 of 2004).

Supplementary Provisions

1. These Regulations shall come into force on April 1, 2009.
2. With regard to travel expenses paid to persons who, before the effective date of these Regulations, receive a travel order or request for a period extending beyond the effective date of these Regulations, the provisions then in force shall remain applicable.