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The University of Tokyo Guidelines for Payment of Travel Expenses

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Chapter 1 General Provisions

Article 1 Purpose

The purpose of these Guidelines is to provide for necessary matters regarding payment of travel expenses in accordance with Article 7 of the University of Tokyo Regulations on Travel Expenses (hereinafter referred to as the “Regulations”).

Article 2 Classification of Travel Expenses

Travel expenses are classified as follows.

- (1) Domestic travel expenses: Expenses required for domestic business trips (excluding short-distance travel expenses).
- (2) Overseas travel expenses: Expenses required for business trips to, from, and between, foreign countries.
- (3) Short-distance travel expenses: Expenses required for domestic business trips without any overnight stays. For business trips departing from or arriving at Hongo campus, Komaba campus, Shirokane campus or Nakano campus (hereinafter referred to as the “Campuses”), the point of departure or arrival shall be a municipality listed in Appendix 1; for business trips departing from or arriving at Kashiwa campus, the point of departure or arrival shall be a municipality listed in Appendix 2; and for any other business trips, the length of the railway track shall be less than 50 km one-way.
- (4) Relocation travel expenses: Expenses required for relocation (limited to relocation that requires a change of address or residence; the same shall apply hereinafter).

Article 3 Travel Order or Request

1. If a person who goes on or requests a business trip assignment (including relocation throughout this Chapter and Chapter 6) submits a business trip order/request application using the attached Form 1 to the person eligible to issue travel orders and such application is

approved, the travel order or request defined in Article 2, paragraph 1 of the Regulations shall be deemed to have been issued.

2. The period prescribed in Article 2, paragraph 2 of the Regulations shall be two weeks starting on the day immediately after the date the business trip is completed.
3. Business trip reports prescribed in Article 2, paragraph 2 of the Regulations shall be submitted using in the attached Form 2.
4. Travelers may refrain from submitting applications prescribed in paragraph 1 of this Article or business trip reports prescribed in Article 2, paragraph 2 of the Regulations for payments of short-distance travel expenses.

Article 4 Payment Request for and Settlement of Travel Expenses

1. The forms for written requests prescribed in Article 5, paragraph 1 of the Regulations refers to the attached Forms 3 through 7.
2. The documentation accompanying written requests prescribed in Article 5, paragraph 1 of the Regulations includes the documents in Appendixes 3 and 5, proof of expenses prescribed in Articles 8 and 15 and that have already been paid (e.g. receipts) and the following documents.
 - (1) For overseas travel expenses, itineraries including daily trips, names of routes for transportation used and departure and arrival times.
 - (2) For relocation travel expenses, the notification of relocation in attached Form 8 and a certificate of residence.
3. The period prescribed in Article 5, paragraph 2 of the Regulations shall be two weeks starting on the day immediately after the date the business trip is completed.
4. Any overpayment in the settlement prescribed in Article 5, paragraph 2 of the Regulations must be repaid.

Article 5 Reduction of Daily Allowances and Accommodation Fees

Daily allowances and accommodation fees for employees on a business trip who stay in the same municipality (or the equivalent areas in the case of overseas travels) shall be reduced by 10% of the designated amount for the number of days in excess of 30 days or by 20% of the designated amount for the number of days in excess of 60 days, where the number of days are calculated from the day immediately after the date of arrival.

Chapter 2 Domestic Travel Expenses

Article 6 Domestic Travel Expenses

Domestic travel expenses paid by the University shall be transport expenses, daily allowances, accommodation fees and meal expenses detailed in Appendix 3.

Article 7 Calculation of Domestic Travel Expenses

1. Calculation of transport expenses shall, in principle, be based on arrivals at or departures from major railway stations in the municipality in which the employee's place of work or the destination of the business trip is located. However, if there are no major railway stations in the municipality, the nearest bus terminal shall be used as the point of arrival or departure.
2. Notwithstanding the provisions of the preceding paragraph, JR Tokyo Station shall be used as a point of departure or arrival for business trips to or from the Campuses, and Kashiwanoha-

campus Station shall be used as the point of departure or arrival for business trips to or from the Kashiwa campus.

Article 8 Special Provisions for Accommodation Fees, Meal Expenses and Airfares in Domestic Travel Expenses

1. If the actual accommodation fees incurred exceed the designated accommodation allowance due to unavoidable circumstances such as being required in advance to stay in designated accommodation facilities, an amount deemed appropriate by the person eligible to issue travel orders may be paid, up to a maximum of the actual fee incurred.
2. If a person on a business trip uses a travel package deal offered by a travel agency that charges expenses for both the round trip and accommodation (excluding meals) (hereinafter referred to as “business package”), the amount equivalent to the meal expenses in Appendix 3 may be paid for each night.
3. If passenger fares for domestic flights that include charges for special seats (excluding first class seats) are lower than the ordinary passenger fare, the passenger fares including the seat charge may be adopted as the airfare. If the price for the business package including the charge for the special seats is lower than the total of the ordinary passenger fares and the designated accommodation fee, the price for the business package inclusive of the seat charge may be paid as the total airfare and accommodation fee.
4. Ticket issuance fees, travel arrangement commissions, delivery charges and any other miscellaneous costs incurred for the business trip shall be included in transport expenses.

Article 9 Overnight Stay Travel Expenses in Short-Distance Travel Expenses

If overnight stay is required in an area covered by short-distance travel expenses, the University shall pay transport expenses and accommodation fees prescribed in Article 17.

Article 10 Domestic Travel Expenses for Travel within Same Municipality

Transport expenses incurred when moving within the same municipality (or special districts if moving within the Tokyo Metropolitan area) shall not be paid.

Article 11 Daily Travel Allowance

1. For business trips taken for the purpose of inspections or other similar purposes, the daily travel allowance in Appendix 4 shall be paid in place of travel expenses prescribed in Article 3, paragraph 1 of the Regulations.
2. The payment period for the daily travel allowance paid under the preceding paragraph in cases of overnight stays shall be from the day immediately after the date of arrival at the destination for the business trip until the day immediately preceding the date of departure from that place.

Chapter 3 Overseas Travel Expenses

Article 12 Overseas Travel Expenses

1. Overseas travel expenses paid by the University shall be transport expenses, daily allowances, accommodation fees and meal expenses detailed in Appendix 5 and miscellaneous travel expenses.

2. The Europe, North America and Middle East region categories for daily allowances and accommodation fees shall be the following areas and other areas for that purpose shall refer to the categories for the other regions:
 - (1) North American area set out in Article 17, item (1) of the Regulations on Travel Expense Payment of National Public Officers, etc. (Ministry of Finance Ordinance No. 45 of 1950; hereinafter referred to as the “National Regulations”)
 - (2) European area set out in Article 17, item (2) of the National Regulations, excluding Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyzstan, Georgia, Croatia, Kosovo, Slovakia, Slovenia, Serbia, Tajikistan, the Czech Republic, Turkmenistan, Hungary, Bulgaria, Republic of Belarus, Poland, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Latvia, Lithuania, Romania and Russia (excluding Moscow)
 - (3) Middle East area set out in Article 17, item (3) of the National Regulations
 - (4) Singapore in Asian area set out in Article 17, item (4) of the National Regulations
 - (5) Abidjan in African area set out in Article 17, item (7) of the National Regulations

Article 13 Calculation of Overseas Travel Expenses

1. The calculation method for transport expenses included in domestic travel expenses prescribed in Article 7 shall apply *mutatis mutandis* to the calculation of overseas transport expenses.
2. Travel expenses denominated in foreign currencies shall be paid in yen calculated in accordance with Article 5, paragraph 2 of the University of Tokyo Guidelines on Handling of Expense Management.

Article 14 Special Provisions for Accommodation Fees in Overseas Travel Expenses

1. If the actual accommodation fees incurred exceed the designated accommodation allowance due to work-related reasons or other reasons arising in the location of the business trip, the actual amount incurred may be paid as accommodation fees up to a maximum of double the designated accommodation allowance.
2. If the actual accommodation fees incurred exceed double the designated accommodation allowance due to unavoidable circumstances such as being required in advance to stay in designated accommodation facilities, an amount deemed appropriate by the person eligible to issue travel orders may be paid, up to a maximum of the actual fee incurred.

Article 15 Miscellaneous Travel Expenses

Miscellaneous travel expenses include various costs incidental to business trips such as costs of preventive injections for travelers, passport issuance fees, visa fees (including proxy charges for obtaining a visa), foreign exchange fees, entry and departure taxes, charges for passenger services when using airport facilities, ticket issuance fees, travel arrangement commissions, and delivery charges.

Article 16 Overseas Travel Expenses for Travel within Same Area

Transport expenses incurred when moving within the same area (the equivalent of municipalities in Japan) shall not be paid.

Chapter 4 Short-Distance Travel Expenses

Article 17 Short-Distance Travel Expenses

1. Short-distance travel expenses paid by the University shall be transport expenses incurred for the actual routes taken (for employees, such expenses shall not cover their commuting routes).
2. If the traveler uses coupon tickets, bus cards, Suica, PASMO or other tickets held by the University, transport expenses for the section for which the ticket is used shall not be paid.

Article 18 Request for Short-Distance Travel Expenses

1. Requests for all short-distance travel expenses incurred in a month shall be made collectively at one time, in principle.
2. Upon submission, the written request shall be confirmed by a budget supervisor and a working hour administrator if the traveler is an employee, or by a budget supervisor if the traveler is not an employee.

Chapter 5 Relocation Travel Expenses

Article 19 Relocation Travel Expenses

Relocation travel expenses paid by the University shall be transfer expenses, arrival allowances and dependant family transfer expenses listed in Appendix 6, in addition to the expenses listed in Chapters 2 and 3.

Article 20 Amount of Transfer Expenses

1. If dependents of relocated employees also require to be transferred, the amount of transfer expenses shall be the amount based on the travel distance between the former place of work and the new place of work. However, if the actual transfer distance for relocation is shorter than the distance between the former place of work and the new place of work, the amount of transfer expenses based on the actual distance shall be paid.
2. If, upon relocation from a foreign country, household goods are shipped at a port or transported by land for a distance detailed in Appendix 7, the amount of the relocation expenses shall be the total amount of the designated relocation allowance detailed in Appendix 6 multiplied by the ratio applicable to the relevant classification of each port or distance.
3. If dependants of the relocated employees will not be transferred, the amount of the relocation expenses shall be the amount equivalent to one-half of the sum amount stipulated in the preceding two paragraphs.
4. If the relocated employee is not accompanied by its dependants but the relocated employee transfers its dependants within one year from the day immediately after the date of the relocation assignment order, the amount of transfer expenses shall be the estimated amount that would have been incurred if the employee had been accompanied by the dependents upon relocation to the new place of work minus the amount of transfer expenses already paid.

Article 21 Payment of Dependent Family Transfer Expenses

Dependent family transfer expenses shall be paid if:

- (1) The employee is accompanied by the dependents upon relocation from the former place of work to the new place of work; or

- (2) The employee brings in its dependents to the location of the new place of work within one year from the day immediately following the date of the relocation assignment order.

Article 22 Special Provisions for Relocation Travel Expenses

Transport expenses incurred for relocation within the same municipality (or special districts if relocating within the Tokyo Metropolitan area) shall not be paid.

Chapter 6 Miscellaneous

Article 23 Travel Expenses Payment Classification for Non-employees

Travel expenses paid to non-employees shall be determined according to the payment categories applied to employees deemed to be of the equivalent class by a person eligible to issue travel orders, taking into consideration factors such as the details of the travel purpose, academic background of the travelers who have received a business trip request and their social status as well as a comparison with the University's employees.

Article 24 Special Provisions for Guests

The payment of travel expenses to academic experts especially invited from overseas to attend international conferences or other relevant events shall be made pursuant to the following provisions.

- (1) If a guest stays in Japan, the amount of the daily allowance and accommodation fee shall be the unit price specified for the regions of Europe, North America, and Middle East for academic and administrative staff of the University based on the payment category of overseas travel expenses.
- (2) The submission of supporting documents certifying that the guests boarded a flight are not required for requesting airfares when the academic and administrative responsible for the invitation reports the guest's entry to or departure from Japan.

Article 25 Business Trips including Personal Travel

If an employee engages in personal travel before or after the period of business at the destination of the business trip, the University may pay the round trip travel expenses for the business trip upon prior approval of the person eligible to issue travel orders.

Article 26 Adjustment to Travel Expenses

1. If any other juridical person pays travel expenses, the University shall not pay any travel expenses equivalent to the amount paid.
2. If travelers are required in advance to stay at designated accommodation facilities that are public facilities managed by universities, or central or local governments, the accommodation fees shall be half the amount of the designated accommodation allowance. However, if this makes payment for the traveler difficult, the provisions of Article 8, paragraph 1 may be applied *mutatis mutandis*.
3. If a business trip involves use of accommodation facilities of an inter-university research institute or other related organization provided for in Appendix 8, travel expenses shall be governed by such provisions.

4. In addition to the preceding three paragraphs, the amount for daily allowances, accommodation fees and meal expenses may be adjusted if there are special needs due to the nature of the business trip or otherwise a person eligible to issue travel orders deems that there are special circumstances.

Article 27 Special Provisions for Payment Methods for Travel Expenses

If a travel agency or other business entity was used for purchase of transportation tickets or for accommodation arrangements for the business trip, transportation expenses and accommodation fees may be paid based on invoices issued by the travel agency or other business entity and without being submitted by the traveler.

Article 28 Special Provisions for Classification of Academic Year for Payment of Travel Expenses

If the period of the business trip overlaps two consecutive academic years, travel expenses may be paid before starting the business trip only if the business trip lasts for no more than seven days after the beginning of the new academic year.

Article 29 Revision or Abolition of Provisions

Revision or abolition of these Guidelines shall be determined by the general manager of the Procurement and Accounting Department.

Supplementary Provisions

1. These Guidelines shall come into force on April 1, 2009.
2. The University of Tokyo Guidelines on Travel Expenses (established on April 1, 2004) shall be abolished.

Appendix 1 Municipalities Covered by Short-distance Travel Expenses from Hongo Campus, Komaba Campus, Shirokane Campus and Nakano Campus

List of municipalities covered by short-distance travel expenses from Hongo Campus, Komaba Campus, Shirokane Campus and Nakano Campus	
Tokyo	All cities, wards, towns and villages excluding Okutama-machi, Hinoharamura, Izu Islands and Ogasawara Islands
Saitama	Ageo-shi, Asaka-shi, Ina-machi, Iruma-shi, Otone-machi, Okegawa-shi, Kasukabe-shi, Kazo-shi, Kawaguchi-shi, Kawagoe-shi, Kawajima-machi, Kisai-machi, Kitamoto-shi, Kuki-shi, Kurihashi-machi, Konosu-shi, Koshigaya-shi, Saitama-shi, Sakado-shi, Satte-shi, Sayama-shi, Shiki-shi, Shobu-machi, Shiraoka-machi, Sugito-machi, Soka-shi, Tsurugashima-shi, Tokorozawa-shi, Toda-shi, Niiza-shi, Hasuda-shi, Hatogaya-shi, Hatoyama-machi, Hanno-shi, Higashimatsuyama-shi, Hidaka-shi, Fujimi-shi, Fujimino-shi, Matsubushi-machi, Misato-shi, Miyashiro-machi, Miyoshi-machi, Moroyama-machi, Yashio-shi, Yoshikawa-shi, Yoshimi-machi, Wako-shi, Washimiya-machi, Warabi-shi
Chiba	Abiko-shi, Ichikawa-shi, Ichihara-shi, Inzai-shi, Inba-mura, Urayasu-shi, Oamishirasato-machi, Kashiwa-shi, Kamagaya-shi, Kisarazu-shi, Kimitsu-shi, Sakae-machi, Sakura-shi, Sammu-shi, Shisui-machi, Shirai-shi, Sodegaura-shi, Chiba-shi, Togane-shi, Tomisato-shi, Nagara-machi, Nagareyama-shi, Narashino-shi, Narita-shi, Noda-shi, Futtsu-shi, Funabashi-shi, Matsudo-shi, Motono-mura, Mobarashi, Yachimata-shi, Yachiyo-shi, Yotsukaido-shi
Ibaraki	Ushiku-shi, Kawachi-machi, Koga-shi, Sakai-machi, Joso-shi, Tsukuba-shi, Tsukubamirai-shi, Tone-machi, Toride-shi, Bando-shi, Moriya-shi, Ryugasaki-shi
Kanagawa	Aikawa-machi, Atsugi-shi, Ayase-shi, Isehara-shi, Ebina-shi, Kamakura-shi, Kawasaki-shi, Kiyokawa-mura, Sagami-hara-shi, Zama-shi, Samukawa-machi, Zushi-shi, Chigasaki-shi, Hayama-machi, Hiratsuka-shi, Fujisawa-shi, Yamato-shi, Yokosuka-shi, Yokohama-shi

Appendix 2 Municipalities Covered by Short-distance Travel Expenses from Kashiwa Campus

List of municipalities covered by short-distance travel expenses from Kashiwa Campus	
Tokyo	Tokyo's 23 wards, Inagi-shi, Kiyose-shi, Kunitachi-shi, Koganei-shi, Kokubunji-shi, Kodaira-shi, Komae-shi, Tachikawa-shi, Chofu-shi, Nishitokyo-shi, Higashikurume-shi, Higashimurayama-shi, Higashiyamato-shi, Fuchu-shi, Mitaka-shi, Musashino-shi
Saitama	Ageo-shi, Asaka-shi, Ina-machi, Iruma-shi, Otone-machi, Okegawa-shi, Kasukabe-shi, Kazo-shi, Kawaguchi-shi, Kawagoe-shi, Kawajima-machi, Kisai-machi, Kitakawabe-machi, Kitamoto-shi, Gyoda-shi, Kuki-shi, Kurihashi-machi, Konosu-shi, Koshigaya-shi, Saitama-shi, Sakado-shi, Satte-shi, Sayama-shi, Shiki-shi, Shobu-machi, Shiraoka-machi, Sugito-machi, Soka-shi, Tsurugashima-shi, Tokorozawa-shi, Toda-shi, Niiza-shi, Hasuda-shi, Hatogaya-shi, Hanyu-shi, Higashimatsuyama-shi, Hidaka-shi, Fujimi-shi, Fujimino-shi, Matsubushi-machi, Misato-shi, Miyashiro-machi, Miyoshi-machi, Yashio-shi, Yoshikawa-shi, Yoshimi-machi, Wako-shi, Washimiya-machi, Warabi-shi
Chiba	Abiko-shi, Ichikawa-shi, Ichihara-shi, Inzai-shi, Inba-mura, Urayasu-shi, Oamishirasato-machi, Kashiwa-shi, Katori-shi, Kamagaya-shi, Kozaki-machi, Sakae-machi, Sakura-shi, Sammu-shi, Shisui-machi, Shibayama-machi, Shirai-shi, Sodegaura-shi, Tako-machi, Chiba-shi, Togane-shi, Tomisato-shi, Nagareyama-shi, Narashino-shi, Narita-shi, Noda-shi, Funabashi-shi, Matsudo-shi, Motono-mura, Yachimata-shi, Yachiyo-shi, Yokoshibahikari-machi, Yotsukaido-shi
Ibaraki	Ami-machi, Ishioka-shi, Itako-shi, Ushiku-shi, Omitama-shi, Kasumigaura-shi, Kawachi-machi, Koga-shi, Goka-machi, Sakai-machi, Sakuragawa-shi, Shimotsuma-shi, Joso-shi, Chikusei-shi, Tsukuba-shi, Tsukubamirai-shi, Tsuchiura-shi, Tone-machi, Toride-shi, Namegata-shi, Bando-shi, Miho-mura, Moriya-shi, Yachiyo-machi, Yuki-shi, Ryugasaki-shi
Kanagawa	Kawasaki-shi, Yokohama-shi
Tochigi	Ohira-machi, Oyama-shi, Ninomiya-machi, Nogi-machi, Fujioka-machi
Gunma	Itakura-machi, Tatebayashi-shi, Meiwa-machi

Appendix 3 Domestic Travel Expenses

Category	Executive Staff	Academic and Administrative Staff		Documentation accompanying written requests	
		Associate Managing Directors, Professors, Associate Professors, General Managers and Directors	Others		
Transport Expenses	Railway fare	Fare			
		(Special) express charge			
		Reservation fee			
		Special compartment charge			
	Airfare	Passenger fare actually paid		Documentation certifying payment (receipts, etc.) and documentation certifying boarding (ticket stub, etc.)	
	Boat fare	Fare	3 travel classes	Fare for highest class	Fare for second highest class
			2 travel classes	Fare for upper class	Fare for lower class
		No classification	Boarding fare		
	Carfare	Berth charge			
		Reservation fee			
		Special cabin charge			
	Actual cost of route bus travels				
	Daily allowance	¥3,000	¥2,600	¥2,300	
Accommodation fee (per night)	¥14,000	¥13,100	¥10,500	If the actual amount exceeds the fixed	

				amount, documentation certifying payment (receipts, etc.) and documentation stating the reason required
Meal expenses (per night)	¥3,000	¥2,600	¥2,300	Documentation certifying the need for separate meal expenses

Remarks:

Special compartment charge for railway fare may be paid to persons accompanying executive staff.

Appendix 4 Daily Travel Expenses

Category	Staff involved in patrolling or other work involving the University Forests
Day trip (per day)	¥265
Overnight trip (per night)	¥2,065

Appendix 5 Overseas Travel Expenses

Category	Executive Staff	Academic and Administrative Staff		Documentation accompanying requests		
		Associate Managing Directors, Professors, Associate Professors, General Managers and Directors	Others			
Transport Expenses	Railway fare	Fare	3 or more travel classes	Fare for highest class	Fare for second highest class	Documentation certifying travel class for fare paid and payment (receipts, etc.)
			2 travel classes	Fare for highest class		Same as above
			No classification	Boarding fare		Documentation certifying payment (receipts, etc.)

		Fare actually paid for special seat		Documentation certifying the need for a special seat for work reasons and documentation certifying payment (receipts, etc.)		
		Express charge or berth charge		Same as above		
Boat fare	Fare	3 or more travel classes	Fare for highest class	Fare for second highest class	Documentation certifying travel class for fare paid and payment (receipts, etc.)	
		2 travel classes	Fare for highest class		Same as above	
		No classification	Fare for boarding		Documentation certifying payment (receipts, etc.)	
		Fare actually paid for special cabin		Documentation certifying the need for a special seat for work reasons and documentation certifying payment (receipts, etc.)		
		Berth charge		Same as above		
Airfare	Fare	3 or more travel classes	Fare for highest class	Fare for second highest class	Fare for third highest class	Documentation certifying travel class for fare paid and payment (receipts, etc.) and documentation certifying boarding (ticket stub, etc.)
		2 travel classes	Fare for upper class		Fare for lower class	Same as above
		No classification	Fare for the travel by airplane			Documentation certifying payment (receipts, etc.) and documentation certifying boarding (ticket stub, etc.)
		Fare actually paid for special seat		Documentation certifying the need for a special seat for work reasons and documentation certifying payment (receipts, etc.)		
Carfare		Actual cost		Documentation		

				certifying payment (receipts, etc.)
Daily allowance	U.S., Europe and Middle East regions	¥7,500	¥6,000	
	Other areas	¥5,500	¥4,500	
Accommodation fees	U.S., Europe and Middle East regions	¥28,000	¥23,000	If the actual amount exceeds the fixed amount, documentation certifying payment (receipts, etc.). If the actual amount exceeds double the fixed amount, documentation stating the reason for the extra fees required and documentation certifying payment.
	Other areas	¥16,000	¥13,000	Same as above
Meal expenses (per night)		¥7,700	¥6,100	Documentation certifying the need for separate meal expenses

Remarks:

1. Fares actually paid for special seats or special cabins shall be limited to cases when the fares are necessary for work reasons.
2. The amount of accommodation fees where the berth charge of a railway fare will be paid shall be equivalent to the amount of meal expenses.
3. With regard to any of the following air travel for long-haul flights, academic and administrative staff may receive the airfare for the second highest class if the airline offers 3 or more travel classes, or the airfare for the upper class if the airline offers 2 travel classes:
 - (1) Air travel between Japan and any area other than the following: Indonesia, Vietnam, Cambodia, North Korea, Singapore, Thailand, Republic of Korea, Taiwan, People's Republic of China, East Timor, the Philippines, Brunei, Malaysia, Myanmar, Mongolia, Laos, Hawaiian Islands, Guam, Vladivostok, Khabarovsk and Yuzhno-Sakhalinsk
 - (2) Air travel on flights of eight hours or more that do not fall under air travel in the preceding item
 - (3) Air travel on flights of 24 hours or more (taking into consideration the number of connections and the time required therefor)
4. If a person accompanying an executive staff member travels by air, or if a person equivalent to an executive staff member or representing an executive staff member travels by air for work reasons (limited to cases where he or she is ordered to do so),

such person is entitled to the airfare to the same class as the executive staff member.

5. The amount of daily allowance (except for the date of departure from and arrival in a foreign country) when travel takes place on a ship or airplane shall be the amount stipulated for other areas.

Appendix 6 Transfer Expenses

Domestic Travel Expenses

Transfer distance	Amount to be paid
Railway: Less than 50 km	¥99,000
Railway: 50 km or more and less than 100 km	¥114,000
Railway: 100 km or more and less than 300 km	¥141,000
Railway: 300 km or more and less than 500 km	¥174,000
Railway: 500 km or more and less than 1,000 km	¥231,000
Railway: 1,000 km or more and less than 1,500 km	¥242,000
Railway: 1,500 km or more and less than 2,000 km	¥259,000
Railway: 2,000 km or more	¥301,000

Overseas Travel Expenses

Transfer distance	Amount to be paid
Less than 100 km	¥111,000
100 km or more and less than 500 km	¥148,000
500 km or more and less than 1,000 km	¥211,000
1,000 km or more and less than 1,500 km	¥265,000
1,500 km or more and less than 2,000 km	¥334,000
2,000 km or more and less than 5,000 km	¥410,000
5,000 km or more and less than 10,000 km	¥452,000
10,000 km or more and less than 15,000 km	¥493,000
15,000 km or more and less than 20,000 km	¥534,000
20,000 km or more	¥577,000

Remarks

If an employee is accompanied from overseas by two or more dependents, 15% of the fixed amount shall be added to his or her transfer expenses for each additional dependent.

Arrival Allowance

Amount to be paid	¥30,000
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Dependent Family Transfer Expenses

Domestic Travel Expenses

Category	12 years of age or more	Under 12 years of age
Railway fare, boat fare and carfare	Full amount of transfer expenses	Half the transfer expenses
Airfare	Full amount of	Full amount of

	transfer expenses	transfer expenses
Daily allowance, accommodation fees and meal expenses	Two-thirds of transfer expenses	One-third of transfer expenses
Arrival allowance	Two-thirds of transfer expenses	One-third of transfer expenses

Overseas Travel Expenses

Category	12 years of age or more	Under 12 years of age
Railway fare, boat fare and carfare	Full amount of transfer expenses	Full amount of transfer expenses
Airfare	Full amount of transfer expenses	Full amount of transfer expenses
Daily allowance, accommodation fees and meal expenses	Two-thirds of transfer expenses	One-third of transfer expenses
Arrival allowance	Two-thirds of transfer expenses	One-third of transfer expenses

Remarks:

Dependent family transfer expenses shall be paid based on the amount of travel expenses for academic and administrative staff; provided, however, that no railway fare, boat fare, carfare or airfare shall be paid if it is not normally required.

Appendix 7

Additional Overseas Transfer Expenses in case of Travel over Water

Area	Port to be used	Percentage of total transfer expenses
East coast of North American countries	Montreal, Toronto, Chicago, New York, Baltimore, New Orleans and Houston	30%
West coast of North American countries	Vancouver, Seattle, Portland, San Francisco, Los Angeles and Honolulu	45%
Mexico and Central American countries	Acapulco, San Jose, La Libertad, Amapala, Corinto, Puntarenas and Colon	20%
Caribbean countries	Havana, Port-au-Prince and Santo Domingo	45%
South American countries	La Guaira, Belem, Manaus, Recife, Rio de Janeiro, Santos, Rio Grande, Montevideo, Buenos Aires, Valparaíso, Matarani, Callao, Guayaquil, Buena Ventura, Asuncion and Encarnación	45%
West African countries	Dakar, Monrovia, Abidjan, Tema, Lagos, Douala, Libreville and Matadi	20%

Additional Overseas Transfer Expenses in case of Travel over Land

Distance over land	Percentage of total transfer expenses
100 km or more and less than 300km	15%
300 km or more and less than 500 km	20%
500 km or more and less than 1, 000 km	25%
1,000 km or more and less than 2,000 km	30%
2,000 km or more	35%

Appendix 8

Amount of Domestic Travel Expenses for Institute for Cosmic Ray Research

Category		Daily allowance(per day)	Accommodation fees (per night)
Norikura Observatory	Use of mountaintop accommodation facilities	¥2,300	¥1,500
	Use of accommodation facilities other than those above	¥2,300	¥7,800
Kamioka Observatory	Use of affiliated accommodation facilities	¥2,300	¥3,000
Akeno Observatory	Use of affiliated accommodation facilities	¥2,300	¥1,500
Kashiwa Campus	Use of affiliated accommodation facilities	¥2,300	¥3,000
High Energy Accelerator Research Organization	Use of affiliated accommodation facilities	¥2,300	¥2,500

Remarks:

These rates shall also apply to accommodation fees paid if the accommodation detailed in the table above is used in the scope of short-distance travel expenses.

Amount of Travel Expenses for Ocean Research Institute

Category			Daily allowance (per day)	Accommodation fees (per night)	Meal expenses (per night)
Nakano Campus	Cooperative research	Attendance at research meeting	¥1,500	¥7,500	-

		Visiting scientists	Day of arrival or return	¥1,500	¥7,500	-	
			During stay	¥1,000	¥6,000	-	
On research vessel	Cooperative research	Meeting for research cruise		¥1,500	¥7,500	-	
		Before and after boarding *1		¥1,500	¥7,500	-	
		Travel on Tanseimaru, Hakuho-maru		Not paid	-	*2	
	Research other than cooperative research	Before and after boarding		Fixed amount stated in Appendix 3			-
		Travel on Tanseimaru, Hakuho-maru	Domestic route	¥1,500	-	*2	
			International route	¥2,000	-		
		Travel on other vessel	Domestic route	¥1,500	-	¥1,800	
			International route	¥2,000	-	¥2,000	
	International Coastal Research Center	Cooperative research	Use of affiliated accommodation by researchers	Day of arrival or return	¥1,500	¥5,000	-
				During stay	¥1,000	¥3,000	-
Other cases			Day of arrival or return	¥1,500	¥7,500	-	
			During stay	¥1,000	¥6,000	-	
Research other than cooperative research		Use of affiliated accommodation by researchers	Day of arrival or return	¥1,500	¥5,000	-	
			During stay	¥1,000	¥3,000	-	

		Other cases	Day of arrival or return	Fixed amount stated in Appendix 3		-
			During stay			
Others	Use of other institute accommodation		Fixed amount stated in Appendix 3	¥5,000		-

Remarks:

- *1 Travel expenses required before and after boarding shall not be paid to researchers working in Tokyo who embark and disembark at the Port of Tokyo.
- *2 Meal expenses shall not be paid as costs of meals, etc. on board are directly paid to the vendors with whom the Japan Agency for Marine-Earth Science and Technology (JAMSTEC) has a contract.