

1. Financial Support

Travel expenses will be provided in accordance with these Guidelines for Recipients unless stipulated otherwise by relevant rules and regulations. Furthermore, the term “travel expenses” used in these Guidelines for Recipients refers to rail fare, airfare, car fare (excluding taxi fares and car rental costs), per diem, funds for accommodations, and miscellaneous expenses as defined by Tokyo Tech regulations.

1) Airfare

(1) Support Requirements

The following conditions must be met to qualify for support for roundtrip airfare:

- i. The recipient arrives at the destination on the day of or on the day preceding the start of the research activities.
- ii. The recipient departs on the day of or on the day following the end of the research activities.

(2) Procedures after Acceptance

All airline tickets procured should be regular trade discount economy class (excluding premium economy) tickets. In principle, the administrating division will book and issue tickets through a contracted travel agency, JTB Tokyo Tech Service Desk. The recipient or the invitee must complete and submit the appropriate forms (Travel Itinerary (Form1) and Flight Arrangement Request Form (Form2)) by the submission deadline. Air tickets will be arranged choosing the most reasonable airfare and itinerary available at the time of submission.

If the forms for arranging flights are not submitted by the deadline, an upper limit on airfare will be set according to the most reasonable airfare and itinerary available on the day of the submission deadline. If the purchase amount after the deadline is higher than the upper limit set, the recipient must choose one of the methods below to cover the difference:

- i. Reduction of per diem and funds for accommodations
- ii. Use of other funds (operational grants, grants or endowments without specified use, expense to the collaborating organization, etc., but excluding personal expense)

2) Travel Expenses during Visiting Period

(1) Rail Fare and Other Travel Expenses Within Japan

Financial support will be provided for round-trip rail fare, etc. from the location of the recipient’s laboratory to the international airport.

(2) Rail Fare and Other Travel Expenses Abroad

Financial support for rail fare, etc. for transportation between cities will only be provided if the recipient includes the relevant routes and mode of transportation on the Travel Itinerary (Form1) and submits receipts and other supporting documents to the administrating division by the specified deadline.

(3) Taxi Fares, Expenses for Car Rental, Etc.

In general, taxi fares are not covered by this program. When the necessity of renting a car has been recognized in advance through the submission of a statement of reason, rental costs may be paid as purchases through the recipient’s other funds (operational grants, grants or endowments without specified use, etc., but excluding personal expense).

3) Per Diem Allowances, Funds for Accommodations, Etc.

Financial support will be provided up to the maximum amount defined in Tokyo Tech rules and regulations. Generally, recipients must apply for a reimbursement after paying travel expenses.

4) Miscellaneous Expenses

This program will pay visa and ESTA acquisition fees as well as immunization costs if the recipient requests such support by the time he/she submits the Travel Itinerary and other documents. Invoices must be submitted by the established deadline to the administrating division. In the case of a long-term visit, however, the upper limit on total expenditures cannot be exceeded. Costs for translating documents required for visas, enrolling in optional insurance, WiFi router rentals, and Internet connections are not covered.

5) Combined Use with Other Funds

Generally, other funding sources cannot be used during the supported period. However, if the purpose of the outbound trip leaving Japan differs from that of the inbound trip to Japan, contact the administrating division about the possibility of using other funds.

2. Business during the Support Period

During the support period, recipients shall in principle dedicate themselves to the collaborative research supported by this program at the approved business destinations. If accomplishing the collaborative research requires a recipient to engage in additional business, such as taking trips to institutions not included in the initial application (including day trips), the recipient must inform the relevant administrating division of this fact in a timely manner and receive approval in advance.

Adding activities at other institutions without advance notice to or permission from the administrating division creates the potential for receipt of redundant allowances. Receiving redundant allowances from separate funding sources is a misuse of funds, even if the funds are not misappropriated for personal use.

3. Changes after Selection

(1) Changes to the Length of Business Travel

The following changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure:

- i. For visiting periods of 13 days or less, extending or shortening the period by no more than 3 days
- ii. For visiting periods of 14 days or longer, extending or shortening the period by no more than 20% of the original length (rounded up to the nearest day)

Changes beyond the ranges described above will be evaluated based on submitted Change Request Forms and reexamination.

(2) Changes to the Start Date of Business Travel

Changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure.

(3) Additions, Cancellations, and Schedule Changes for Activities at Other Institutions

Notify the administrating division in advance by email or in writing. Changes may require submission of a Change Request Form or statement of reason.

(4) Other Changes

Recipients must consult with the administrating division in advance of any other major changes or when changes are made after the specified deadline.

Changes beyond the scope of the objectives stated in the application will not be accepted. Any cancellation fees incurred must be borne by the recipient using other funds (operational grants, grants or endowments without specified use, expense to the collaborating organization, etc., but excluding personal expense).

6. Reports and Publications

Recipients will be required to submit a report to the administrating division promptly after completion of the invitation period. Publications resulting from the supported joint research by the recipient and invitee should also be sent (electronic files accepted) to the administrating division.

[Contact / Submission]
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