

1. Financial Support

Travel funding for invitations will be provided in accordance with these Guidelines for Recipients unless stipulated otherwise by relevant rules and regulations.

In accordance with Tokyo Tech rules and regulations, terms used in these Guidelines for Recipients are defined as follows:

- i. "Travel expenses" include airfare, rail fare, fare for public transportation, per diem, and funds for accommodations.
- ii. "Allowance" refers to per diem and funds for accommodations described in i.

Additional terms used hereinafter are defined as follows:

- iii. "Invitee" refers to a researcher from abroad who is hosted by a Tokyo Tech faculty member under the support of this program.
- iv. "Recipient" refers to the Tokyo Tech faculty member who is hosting the invitee under the support of this program.

1) Airfare

① Support Requirements

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

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

② Procedures after Acceptance

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 and Flight Arrangement Request Form) 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 allowance (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)

As a general rule, flight tickets should be regular trade discount economy class (premium economy class excluded). However, specific requests will be considered if stated with the reason in the application.

2) Travel Expenses during the Invitation Period

① Travel Expenses in Japan

Fare for rail and other public transportation within the same city is included in the allowance. Travel between different cities is only covered for transit between Tokyo Tech campuses (Ookayama, Suzukakedai, and Tamachi). Recipients must bear non-covered travel expenses using other funds (operational grants, grants or endowments without specified use, expense to the collaborating organization, etc., but excluding personal expense).

② Travel Expenses between Different Cities Abroad

Airfare and public transportation for travel between cities abroad en route from the invitee's place of residence or institution to Tokyo Tech will be covered within the limitations set forth by Tokyo Tech rules and regulations. Recipients are required to provide a Travel Itinerary and submit receipts and other documentation as designated by the administrating division for reimbursement.

3) Allowance (Per Diem and Funds for Accommodations)

① Period of Support

Allowance will be provided for business days, excluding travel days, days when participating in activities beyond the scope of the supported joint research, and days for personal business. For Saturdays, Sundays, and holidays during the invitation period without research activities, allowance will only be provided if research activities will be performed on the following business day.

Allowance will not be paid during the following periods when Tokyo Tech is closed:

- i. New Year's holiday (December 29, 2017 to January 3, 2018)
- ii. First-semester entrance examination days (February 25 to February 26, 2018)

However, allowance may be provided on entrance examination days if the recipient can demonstrate that he or she is exempt from duties related to entrance examinations and can secure campus entry permission for the invitee during those days.

② Per Diem on the Day of Travel

Per diem on the day of travel will be paid in accordance with Tokyo Tech rules and regulations.

③ Allowance per Night

i. Accommodations outside Tokyo Tech

Invitees with the title of lecturer or above will be provided an allowance of JPY 20,000 per night. Invitees with the title of assistant professor will be provided JPY 15,000 per night. If, after booking accommodations at Tokyo Tech, the invitee changes to accommodations outside Tokyo Tech, allowance will be provided in accordance with the following rule (ii).

ii. Accommodations at Tokyo Tech

In accordance with Tokyo Tech rules and regulations, allowance will be reduced as shown in the following chart.

iii. Accommodations with No Charge

In accordance with Tokyo Tech rules and regulations, funds for lodging will be excluded from the allowance.

(Allowance per Night)

	Lecturer and Above	Assistant Professor
Accommodations outside Tokyo Tech (excluding lodging with no charge)	JPY 20,000	JPY 15,000
Accommodations at Tokyo Tech	Up to 31 days: JPY 13,950 From the 32nd day to the 61st day: JPY 12,555 From the 62nd day and beyond: JPY 11,160	

4) Visa Application Expenses

Expenses for visa applications (excluding indirect expenses such as translation fees) will be covered upon prior request submitted with the Flight Arrangement Request Form. The recipient must submit copies of receipts to the administrating division two weeks prior to the travel. After arrival at Tokyo Tech, the invitee must then submit the original receipts.

5) Manner of Payment

The recipient will first receive the allowance on behalf of the invitee. Upon arrival at Tokyo Tech, the invitee will then receive the allowance from the recipient.

6) Use of Other Funds during the Invitation Period

Generally, other funding sources cannot be used during the invitation period. However, if the business 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. Support for Visa Applications

Inform the administrating division if the invitee requires a certificate of financial support to apply for a visa.

3. Participation in Activities beyond the Scope of the Supported Joint Research or at Other Institutions during the Invitation Period

In principle, the invitee must use the invitation period to focus on activities relevant to the supported joint research. Participation in activities beyond the scope of the supported joint research or at other institutions during the invitation period will be treated as follows:

1) Activities conducted on Tokyo Tech campuses

Within Scope of Supported Joint Research	Location and Type of Activity	Prior Approval	Conditions for Approval	Allowance	Air/Rail Fare
No	Lecture conducted on Tokyo Tech campus	Required	All of the below must be fulfilled: - The total time of activities beyond the scope of the supported joint research does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is 10 days or more (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).	NOT Covered	

2) Activities conducted off Tokyo Tech campuses

Within scope of supported joint research	Location and Type of Activity	Prior Approval	Conditions for Approval	Allowance	Air/Rail Fare
Yes	Meeting, etc. at other institution regarding supported joint research (accompanied by applicant)	Required	All of the below must be fulfilled: - The total time of activities at other institutions does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is 10 days or more (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).	Covered	NOT Covered
No	- Lecture conducted off Tokyo Tech campus - Attending a conference - Other activities unrelated to supported joint research	Required	All of the below must be fulfilled: - The total time of activities beyond the scope of the supported joint research does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is 10 days or more (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).	NOT Covered	NOT Covered

4. Changes after Selection

1) Changes to the Length of the Invitation Period

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 invitation periods of 13 days or less, extending or shortening the period by no more than 3 days
- ii. For invitation 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 the Invitation Period

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.

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. Therefore, please notify the administrating division of schedule changes promptly within the periods specified above.

4) Other Changes

For other changes as well as changes after the deadlines described above, contact the administrating division.

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).

7. 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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