**Breakdown of Conference Liaison Expenses**

Note:

A quotation in writing(\*1) and documents objectively showing that the meetings, etc. are essential to research activities must also be submitted.

(\*1) Invoices and delivery slips (or receipts) for submission after the event

***It is necessary to submit an invoice\*1 and materials that can objectively show that the conference, etc., is a necessary part of the research activity.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Submitted |  | MM |  | DD |  | YYYY |
| Research representative/research partner  (Researcher of the University with authority  to disburse budget funds) |  | | | | | |

**[Spending budget]** \*2 Write in the name of the research representative below if the budget type is collaborative research, such as KAKENHI,

or Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Research Environment Enhancement Funds |  | Delegated Research  ( ) | | Grants-in-Aid for Scientific Research - KAKENHI - | | | | | | |
| Ritsumeikan University Research Promotion Program | |  | Extramural Collaborative Research  ( ) | |  | Grant-in-Aid for Transformative Research Areas |  | Scientific Research ( ) | |  | Young Scientists ( )  Early-Career Scientists |
|  | Program for Application of the Grants-in-Aid for Scientific Research (KAKENHI acquisition promotion) |  | Contributions for Encouraging Research ( ) | |  | Scientific Research on Innovative Areas |  | Challenging  Exploratory  Research  Challenging  Research ( ) | |  | Research Activity Start-up |
|  | Program for International Dissemination of Research Results |  | Management of Carried-Over Research Funds  ( ) | |  | JSPS Research Fellows |  | Other ( ) | | | |
|  | Other Internal Programs  ( ) |  | Other External Programs  ( ) | |  | [Share of the Grant-in-Aid] |  | |  | | |
| Affiliation of Representative: Item: | | | | | |
| Name of the Research Representative\*2 | | | | Notes to Executive Office | | | | | | | |
|  | | | |  | | | | | | | |

**[Reason why light refreshments or food/drinks must be provided in order for conference to proceed]**

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|  |

**[Conference details]** \*3 If the conference will be held at a facility that is not a part of the University, enter the reason for its selection. (If using a facility of the University, entry is not required.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date/Time Held |  | MM |  | DD |  | YYYY | [ |  | : |  | to |  | : |  | ] |  | | |
| Venue Name |  | | | | | | | | | | | | | | | | | |
| Reason for Selecting Venue\*3 |  | | | | | | | | | | | | | | | | | |
| Purpose, Agenda of Conference |  | | | | | | | | | | | | | | | | | |
| Participants  [Participant list (form optional) can also be attached.] | [Ritsumeikan employees] Affiliation/Position | | | | | Name | | | | [External participants]  Affiliation/Position | | | | | | | Name | |
|  | | | | |  | | | |  | | | | | | |  | |
| (Total) | | | | |  | | persons | | (Total) | | | | | | |  | persons |
| Expenses\*4 |  | | | | | | | | | yen | ( yen/person) | | | | | | | |

\*4 If the amount exceeds one million yen, be sure to consult the Research Office at least two weeks in advance.

Check (☑) the applicable category.

|  |  |  |  |
| --- | --- | --- | --- |
| Per person  (consumption tax included) | 🞏 Internal Conference | * Conferences including person(s) from outside University (Daytime) | * Conferences including person(s) from outside University (Nighttime) |
| Standard | (basically with Co-op box lunch) 700 yen | 1,500 yen | 6,000 yen |
| Maximum | 1,000 yen | 2,000 yen | 10,000 yen |

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks for Executive Office use | Approved by | Inspected/  Checked by | Received by |
|  |  |  |

Division of Research Form 5-1, April 2023 Version