**Application for Spending of Conference Liaison Expenses for Provision of Alcoholic Beverages and Food/Drink that Includes Alcoholic Beverages**

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

Note:

A quotation in writing and documents objectively showing that the meetings, etc. are essential to research activities must be submitted in advance for approval.

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

As based on the "Confirmation Items Related to the Payment of Conference Liaison Expenses Using Research Funds Controlled by

the Division of Research of Ritsumeikan University" (Oct. 25 2013), I hereby request payment of the costs of this matter as they are

related to a reception or similar event pertaining to one of the cases (i) to (iii) below. (Place a check mark in the parenthesis of the

corresponding case (i) to (iii) below.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) | ( |  | ) | Holding of an international research exchange such as an international symposium or international research presentation. |
| (ii) | ( |  | ) | Holding of an international research exchange with the participation of persons belonging to foreign research institutions or international organizations. |
| (iii) | ( |  | ) | Holding of a symposium or research presentation with the participation of researchers from companies or other universities. |

**[Spending budget]** \*1 Write in the name of the research representative below if the budget type is the following: Collaborative Research such as the Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Research Environment Enhancement Funds |  | Delegated Research( ) |  | Other External Programs( ) |  | Management of Carried-Over Research Funds( ) |
| Ritsumeikan University Research Promotion Program( ) |  | Contributions for Encouraging Research ( ) |
|  | Extramural Collaborative Research( ) |
| Name of the Research Representative\*1 | Notes to Executive Office |
|  |  |

**[Conference details]** \*2 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\*2 |  |
| 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\*3 |  | yen | ( yen/person) |

\*3 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For Executive Office Use Only | University Vice President | Managing Director | Deputy Managing Director | Received by Office of Planning and Development | Research Office |
| Approved by | Inspected/Checked by | Received by |
|  |  |  |  |  |  |  |

Division of Research Form 5-2, April 2023 Version