Chapter 4 Travel Expenses

This chapter describes procedures related to expenses such as transportation expenses, accommodation fees and daily allowances for the researchers and research collaborators engaged in overseas or domestic travel to collect materials, conduct surveys, attend meetings, present research achievements, and other purposes.

Travel expenses (transportation expenses, accommodation expenses, daily allowance) are calculated according to the travel path and means that are rational and economical according to the route, and the traveler is paid accordingly. Travel expenses that are paid through the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust" also apply to persons affiliated with other research institutions, and others who do not have an employment relationship with this University (including students).

Traveler	Procedures
If the traveler has a RAINBOW account and research funds at Ritsumeikan University	Carry out the business trip application and travel report using the "[University Faculty Member] Travel Requisition" binder in BCM.
If ordering or requesting that persons from outside the University, undergraduate/graduate students without research funds, or adjunct administrative staff make a business trip	The person ordering/requesting a business trip should submit a "Ritsumeikan University Statement of Travel Expenses [for faculty holding two posts (part-time lecturers, teaching lecturers, visiting professors) / adjunct administrative staff] [Research Division Form 2-2]" or a "Ritsumeikan University Statement of Travel Expenses [for students and persons outside the university] [Research Division Form 2-3]", depending on the employment relationship and the like between the traveler and Ritsumeikan University, to the Executive Office before the business trip. After the business trip, please submit "Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1]" with the evidence of business trip attached.

For details, see "2.6(2) Differences in procedures based on type of job, etc." on ⊃P.23.

- Reduced payments of travel expenses can be provided to business travelers if they apply themselves (or at the discretion of a Research Representative or other faculty member and administrative staff having authority to disburse corresponding research funds).
- If an organization other than this University will be paying all or a portion of the travel expenses
 of a given business trip, our University will provide travel expenses, subtracting the said portion
 (duplicate payments are considered improper use). If you correspond to this case, be sure to
 inform the University when submitting the business trip application or report.
- Regarding cancellation fees for public transportation, lodging facilities, or the like, spending due
 to personal reasons is not permitted. (Examples where spending is permitted include flight
 cancellations due to bad weather, cancellations of academic conferences, etc.) Such situations
 are handled differently depending on the research fund and the rules of the project originator.
 For details, check with the person in charge of the budget.

What should I do? 🂢

Points to consider regarding rules of the project originator

For the competitive research funds or the like that established different standards for the payment of travel expenses (transportation expenses, daily allowances, and accommodation expenses), evidence of business trips to be submitted, or the like in the rules of a project originator, those rules of the project originator shall be given priority.

4.1 Domestic Travel Expenses

Travel expenses related to travel within Japan (transportation expenses, daily allowances, and accommodation expenses) are as shown in the table below.

No.	Type of travel	expense		Exper	ises, etc.	
	Railway		Section of railway Less than 100 km		Fare required to board	
(4)	fare Section of railway At least 100 km		Fare required to board, limited express fare or express fare, reserved-seat fare			
(1)	expenses	Vehicle fare	Public tran	sportation (bu	us), taxi, rental car, own car	
		Boat fare	First class			
		Airfare		Lowe	est class	
(2)	Della dia second		Between place of	Less than 140 km	Not paid	
(2)	(2) Daily allowance	ance	departure and place of return	140 km or more	3,000 yen	
(2)	(3) Accommodation expenses		Between place of	Less than 140 km	In general, not paid	
(3)			departure and place of return	140 km or more	12,000 yen	

^{*} The monetary amount varies depending on the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust".

(1) Transportation expenses

Transportation expenses will be paid in the amount required to travel from place of departure, which shall be the place of work or home, to the place of return, including transportation between business destinations.

- Please appropriately select your place of work or home as the place of departure and place of return, in accordance with the actual situation.
- Transportation expenses will not be paid for the section for which the commuting allowance is paid.
- Transportation expenses will not be paid for travel to the place of accommodation.

Railway fare

Railway fare will be paid for the route calculated using "Ekispert".

What should I do? 🍏

If riding on two or more trains and the total section of railway is over 100 km

Limited express fare will be provided for sections with limited express trains.

When using limited express fares, etc. for a section of railway less than 100 km

According to the Rules, limited express fares, etc., are paid for rides of 100 km or more. However, in cases with special circumstances, limited express fares can be paid even if the ride is less than 100 km, at the discretion of the head of your affiliated department. If using limited express or the like on a section of railway less than 100km, attach evidence proving that you rode that train (ticket or receipt) in the "transportation expenses documentary evidence field" in BCM.

Special provision for access to the airport

If using air travel, limited express fare and express fare for the railway fares involved in that travel can be claimed even if the section of railway is less than 100 km.

Vehicle fare

- Regarding public transportation (buses), bus fare will be paid for the route calculated using "Ekispert".
 - The same applies for highway express buses.
- A taxi, rental car, or one's own car may be used in cases where there is a rational reason for doing so.
 - BCM users should indicate the reason for use in the [Communication Memo] field when applying for business trip. For those who do not use BCM, fill in and submit the "Statement of Reasons for Spending/Description [Research Division Form 1-2]".

Use of one's own car

Check the table below to see whether the use of your own car is permitted.

Type of job, etc.	Allowance of the use of one's own car
Tenured faculty member (employment period not fixed), fixed-term faculty member, special-contract faculty member (tokubetsu keiyaku faculty), specially-appointed faculty member (tokubetsu nin'yo faculty), professor / distinguished professor, eminent professor (tokubetsu shohei faculty), eminent research professor (tokubetsu shohei kenkyu faculty), research professor, lecturer / contract lecturer, special assistant professor, research associate	Permitted
Senior researcher, researcher	Permitted
Part-time lecturer, teaching lecturer, visiting professor, affiliate research professor, visiting research professor, eminent professor (faculty holding two posts [persons with continuous service from before AY2012]), assistant researcher, research assistant, academic research assistant, adjunct administrative staff	Not permitted
Visiting faculty, visiting cooperating faculty (senior research fellow, visiting senior researcher, visiting scholar, project researcher), JSPS fellow (PD, DC, etc.), this University's college/graduate student, trainee, research student, other university's college/graduate student, other persons outside the university	Not permitted

Submitted document	Remarks
[Procedures that are not performed on BCM] Statement of Reasons for Spending/Description [Research Division Form 1-2]	Enter a rational reason for using a taxi, rental car, or your own car, and submit the form.



Precautions regarding the use of one's own car

- When using your own car, be sure to check "Ritsumeikan Trust Handling of Business Trips Using One's Own Car".
- Submit the "Application to Register One's Own Car" to the Division of Human Resources via SmartDB
 prior to the start of your business trip. Registering your car after returning from a business trip is not
 permitted.
- You must receive an order in advance from the person with the authority for travel requisitions (the head of your affiliated department).
- Please note that undergraduate students and graduate students are not allowed to ride in private vehicles.

Provision for gasoline and highway expenses

- Expenses will be paid for toll road fees when using a taxi, and for various expenses, toll road fees, and parking lot fees when using a rental car.
- When using your own car, 16 yen per 1 km traveled (rounded down for any decimals less than 1 km, including gasoline expenses) will be paid. The actual cost of toll road fees will be paid.

Boat fare

The on-the-day fare will be paid. Attach the "receipt" to the "transportation expenses documentary evidence" field in BCM.

Airfare

With the standard fare for ANA or JAL used as the upper limit airfare, actual expenses will be paid based on invoices and receipts. (If there is a round-trip discount fare that is applicable, that fare will be used as the upper limit.)

Furthermore, as a general rule, research funds cannot be spent for additional charges for seat upgrades, such as the JAL Class J or ANA Premium Class.



Utilization area

As a general rule, there are no air travel utilization area restrictions. However, for business trips to areas where railway travel is common, such as Tokyo, the reason for using air travel will be checked.

(2) Daily allowance

The daily allowance is used to cover miscellaneous expenses not directly related to the performance of professional duties during the business trip.

(3) Accommodation expenses

For cases researchers are eligible for daily allowances (when the distance from the place of departure and place of return is 140 km or more), accommodation for the night before or after a business trip will be recognized only in unavoidable circumstances, such as when travel on the day of business will result in one being late for a business event or when one cannot arrive back at one's home on the same day after completing the business. Payment shall not be made for cases deemed to not correspond to the following payment standard.
In addition, when applying for the previous night's and/or following night's accommodation, it is necessary to submit documents that will allow a third party to verify the suitability analogically.

necessary to submit documents that will allow a third party to verify the suitability analogically. Examples of the materials to be submitted are described in the table below.

	Payment standard (rough indication)	Documents that can be used to verify the suitability analogically (Submitted documents)
Previous night's accommodations	If you must depart at 7 a.m. or earlier.	Document stating the start time the academic conference on the following day, appointment email stating the time of an interview, etc.
Following night's accommodations	If you would return at 10 p.m. or later.	Document stating the end time of the day's academic conference, document stating the start time of an information exchange meeting after the academic conference ends, etc.

What should I do?

Cases where accommodation cannot be ensured at the specified amount due to special circumstances

The actual amount required for accommodations will be paid in cases deemed unavoidable. Describe the circumstances in "Statement of Reasons for Spending/Description [Research Division Form 1-2]" and attach this to BCM. As there are also cases where payment cannot be made depending on the reasons, consult with the person in charge of the budget in advance.

Documents that prove the circumstances (such as a screenshot of the reservation website) may be required depending on the rules of the funding source for the research funds.

What should I do?

When applying for accommodation expenses for business trips not eligible for the daily allowance

In principle, accommodation expenses will not be provided for business trips when the distance between the place of departure and the place of return is less than 140 km. However, if it is necessary to spend the night for a research-related reason, the specified amount will be paid. In such cases, consult with the person in charge of the budget in advance and submit the "Statement of Reasons for Spending/Description [Research Division Form 1-2]", etc.

- If you purchase a pack (set product of air ticket or railway ticket and accommodations), travel
 expenses shall be paid deeming the said price to include the airfare or railway fare and
 accommodation expenses (upper limit for transportation expenses and accommodation
 expenses in the rules).
- Accommodation expenses cannot be paid for any nights not actually spent in a lodging facility, such as nights spent on board as a means of transportation or in an airport.

4.2 Overseas Travel Expenses

Travel expenses related to travel outside Japan (transportation expenses, daily allowances, and accommodation expenses) are as shown in the table below.

No.	. Type of travel expense		Expens	ses, etc.
		Railway	Route with fares categorized into two classes	Top class
(1)	Transportation expenses	Doat	Route with fares categorized into three or more classes	Class just below top class
		fare	Route without fare classes	Fare required to board
		Airfare	Econor	ny class
	Daily allowance		Designated city	8,300 yen
(2)			"A" regions	7,000 yen
(2)			"B" regions	5,600 yen
			"C" regions	5,100 yen
			Designated city	22,500 yen
(2)	Accommodation expenses		"A" regions	18,800 yen
(3)			"B" regions	15,100 yen
			"C" regions	13,500 yen

^{*} Region categories such as designated city, "A" region, "B" region, and "C" region conform to the "Act on Travel Expenses for National Public Officers, etc.".

Overseas travel city / region categories

Regi	on category	Designated city	Α	В	С
North Ame	rica	Los Angeles, New York, San Francisco, Washington DC	✓		
Furana	Western Europe	Geneva, London, Paris	✓		
Europe	Eastern Europe	Moscow		✓	
Middle Eas	t	Abu Dhabi, Jeddah, Kuwait, Riyadh	✓		
Asia	Southeast Asia South Korea, Hong Kong	Singapore		✓	
	Southwest Asia China, Taiwan				✓
Central/So	uth America				✓
Oceania				✓	
Africa		Abidjan			✓
Antarctica					✓

You can see a map version of the region categories on the Ritsumeikan website (URL below). https://www.ritsumei.ac.jp/staff-all/unitas/hrweb/work/businesstrip.html/

^{*} The monetary amount varies depending on the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust".



Be sure to purchase overseas travel accident insurance when you go on an overseas business trip using research funds.

(1) Transportation expenses

Transportation expenses related to domestic travel during overseas trips ("place of work or home" to "airport") are calculated as domestic travel expenses.

Of the transportation expenses that are related to overseas travel, those that are required for travel from the "airport" to the "business destination" or "airport" to the place of "accommodation" (such as limousine bus) will be paid. (After the business trip, a travel route declaration and receipts must be submitted.)

Airfare

The actual cost of economy class airfare will be paid based on invoices and receipts. Incidentally, if, from necessity, the use of business class is desired, BCM users should indicate the reason for use in the [Communication Memo] field when applying for a business trip. For those who do not use BCM, submit the "Statement of Reasons for Spending/Description [Research Division Form 1-2]" and consult with the person in charge of the budget in advance.

Submitted document	Remarks
[Procedures that are not performed on BCM] Statement of Reasons for Spending/Description [Research Division Form 1-2]	Submit this form if, from necessity, the use of business class is desired.

(2) Daily allowance

The daily allowance is provided based on the business destination's region category to cover miscellaneous expenses not directly related to the performance of professional duties during the business trip.

If business is conducted in two or more location categories from the designated city, "A" region, "B" region, and "C" region categories on the same day as business destinations during a business trip, the specified amount (daily allowance) for the category with the highest amount will be paid. In this case, the category for locations stayed in due to air travel transits (connections) will not be applied.

(3) Accommodation expenses

Accommodation expenses will be paid based on the business destination's region category.

- Accommodation expenses will not be paid for any nights not actually spent in a lodging facility, such as nights spent on board a means of transportation or in an airport.
- Even if it is necessary to stay overnight in a lodging facility at a transit point during air travel, the specified amount (accommodation expense) for the category of the business destination on the same day will be paid.
- Accommodation in Japan for the night before or after a business trip will be recognized only in unavoidable circumstances, such as when travel on the day of leaving Japan will result in one being late for departure, including air travel boarding procedures, or when one cannot arrive back at one's home on the day of returning to Japan. Incidentally, previous night and following night accommodation expenses incurred in Japan, amount of daily allowances paid, payment standards, and operation methods will be treated as domestic business travel expenses.

Chapter 4 Travel Expenses

The actual amount required for accommodations will be paid in cases deemed unavoidable where accommodation cannot be ensured at the specified amount due to special circumstances. Describe the circumstances in "Statement of Reasons for Spending/Description [Research Division Form 1-2]" and attach this to BCM. As there are also cases where payment cannot be made depending on the reasons, consult with the person in charge of the budget in advance. Documents that prove the circumstances (such as a screenshot of the reservation website) may be required depending on the rules of the funding source for the research funds.

(4)Purchasing travel accident insurance

Be sure to purchase overseas travel accident insurance when you go on an overseas business trip using research funds. The form or type of the insurance does not particularly matter. You can use the insurance that is provided for personal credit cards. You also have the responsibility to make sure that any research partners and persons from outside the University (research collaborators such as researchers from other research institutions) who accompany you on the trip also purchase insurance.

Payment from research funds

The corresponding insurance premium can be paid from spendable research funds (research environment enhancement funds, carried-over research funds, scholarship contributions, individual research allowance, applicable programs of Advanced Research Programs at Ritsumeikan University, and KAKENHI (direct expenses)).

If insurance costs are disbursed from research funds, persons with an employment relationship with this University must purchase travel accident insurance where the policyholder and beneficiary are the Ritsumeikan Trust. (You must pay with your own money if taking out a policy as an individual.) Persons with no employment relationship with this University such as persons from outside of the University (including part-time employees) should take out insurance in their own name. In this case, the insurance premium can be paid using research funds, even for a policy under your individual name.



Inclusive overseas travel insurance

We recommend taking out inclusive overseas travel accident insurance with which the Ritsumeikan Trust is contracted for use as "travel accident insurance where the policyholder and beneficiary are the Ritsumeikan Trust" for which research funds can be spent. Students and graduate students at this University can also use the "inclusive overseas travel insurance for students" that the Trust is enrolled in when going on a business trip.

Consult with the person in charge of the budget of the Research Office for information regarding compensation details and application procedures. You can also download the application form from the Division of Research website.

Private university member's card

Persons who have enrolled in Private School Mutual Aid can also receive a "private university member's card (credit card)". Compensation is provided for damages in case you become injured or ill, or some personal items are stolen or damaged.



https://www.resonacard.co.jp/shigakucard/card/index.html

4.3 Points to Keep in Mind when Spending Travel Expenses

(1) For researchers from outside the University (be careful to avoid duplicated payment with other research funds)

- 1. When travel expenses for an advance business trip connected with research outside the University are paid from other research funds, transportation to the airport and daily allowance/accommodation for that period will be paid from other research funds. Airfare will be paid from research funds from outside the University.
- Travel expenses for researchers from outside the University (including those in Japan) will be
 paid in the same way as for regular business trips. During the period of business trip for which
 travel expenses are paid, no allowance will be made for accommodation expenses paid by
 research funds from outside the University.
 - * Be careful to avoid duplicated payment.
- 3. During periods of temporary return and stay at the place of work, no allowance will be made for accommodation expenses paid by research funds from outside the University.

(2) When paying for a single business trip with multiple budgets

In general, the combined use of multiple budgets is prohibited. (The guidelines clearly state that government budgets such as KAKENHI cannot be combined.) However, if the schedule is divided into several budgets for different tasks, payment can be made as an "exception for aggregation".

If you are considering a business trip that uses multiple research funds, be sure to consult with the person in charge of the budget in advance. The rules of the funding source for the research funds may prohibit mixing with other research funds.

What should I do?

Basic concept for cases of using multiple research funds together for multiple business purposes on a single business trip

In general, the business trip schedule should be split for each business purpose of each research fund to pay travel expenses calculated based on the schedule from each research fund. In this case, please clearly identify the research fund used to pay for each business purpose.

Company A, commissioned research Place of departure to location A

+ City B, urban
development research
Location A to location B to
place of original departure



Spending permissible

For example, if visiting Site A where Company A is located for research commissioned by Company A, and then on the next day, moving to City B for urban development research for City B and visiting Site B before returning home, expenses required on the first day shall be paid from the research fund of Company A's commissioned research and expenses required on the second day shall be paid from the research fund for urban development research of City B.

(3) Business trip expenses for students and others from outside the University

Business trip expenses paid to this University's faculty/administrative staff member are covered by the [Special Exception for Business Trip Expenses, etc.] of the invoice system, and there is no change from previous years. However, business trip expenses for students and others from outside the University are not covered by the [Special Exception for Business Trip Expenses, etc.], and the following receipts are required.

Point A

The following positions at this University fall under the category of "students and persons outside the University".

Visiting faculty, visiting cooperating faculty (senior research fellow, visiting senior researcher, visiting scholar, project researcher), adjunct administrative staff, this University's college/graduate student, trainee, research student, other university's college/graduate student, other persons outside the university

Receipts (addressed to "The Ritsumeikan Trust") are required for travel expenses for students and persons outside the University in the following cases.

- For cases of paying the actual amount of transportation and accommodation expenses (regardless of the total amount)
- ② For cases of a one-way trip on public transportation (railway, bus, ship) of 30,000 yen (including tax) or more per mode of transportation
- * If the receipt is addressed only to the traveler, an additional "Request for Reimbursement of Personal Reimbursed Expenses for Research Funds" form must also be submitted.

(4) Business trips that last into the next academic year

If a single business trip lasts into the next academic year, the application process through BCM should be divided into separate applications for each academic year. Travel expenses will be divided and paid by accounting year for the period of business trip.

Take note of the following procedures.

- The period for the business trip will last until March 31 for the previous academic year, and start on April 1 for the new academic year.
- For funds such as KAKENHI that have a fixed research period, business trip arrangements (e.g., purchase of airline tickets) prior to the start of the research period (prior to the provisional grant decision) and business trip expenses for dates after the end of the research period cannot be paid. Please review the rules of spending for the various research funds.

4.4 Business Trip Procedures

These procedures should be followed not only when persons affiliated with this University go on business trips, but also when asking persons affiliated with other research institutions as well as students (college/graduate students), and others to go on business trips as well. Also, when multiple people take a business trip for the same purpose (destination), each person needs to complete the same procedures.

If a student (college/graduate student) cooperating in research is to go on a business trip, the researcher should thoroughly confirm, and take care to ensure, that it will not cause hindrance to any class that the student is taking before making the business trip request.

Point A

Provision of domestic and overseas travel expenses to invitees

If an invitation is sent to a researcher or other person in Japan or overseas, requesting that he/she provide a lecture or similar service as part of a symposium, workshop, or other research activity, the invitee's domestic and/or overseas travel expenses are to be paid, based on the "Rules for the Provision of Travel Expenses for The Ritsumeikan Trust". Furthermore, be aware that the category for withheld tax varies depending on the content of the business trip.

⇒ See "5.3.2 Compensation, Honorarium/Remuneration for Lectures or Specialized Instruction/Advice" on P.113.

Note.

Before taking an overseas business trip, check the information on danger on the MOFA Overseas Safety Website (URL below) and carry out the business trip procedures. Business trips shall be prohibited to countries or regions for which an "evacuation advisory" or "travel warning" has been issued. If other information on danger is issued as well, please refrain from taking the business trip.

https://www.anzen.mofa.go.jp/riskmap/

Procedures, submission destination

Check the table below for the application procedure in your position.

Job Type	BCM Usage Configuration	Procedures
Tenured faculty member (employment period not fixed), fixed-term faculty member, special-contract faculty member (tokubetsu keiyaku faculty), specially-appointed faculty member (tokubetsu nin'yo faculty), professor / distinguished professor, eminent professor (tokubetsu shohei faculty), eminent research professor (tokubetsu shohei kenkyu faculty), research professor, lecturer / contract lecturer, special assistant professor, research associate	A RAINBOW ID has been issued and BCM usage configurations have been done in advance.	Carry out the procedures using the "Travel Requisition" binder in BCM.
Part-time lecturer, teaching lecturer, visiting professor, affiliate research professor, visiting research professor, eminent professor	If BCM usage configurations have been done for the issued RAINBOW ID.	
(faculty holding two posts [persons with continuous service from before AY 2012]), senior researcher, researcher, JSPS fellow (PD, DC, etc.), RARA student fellow, assistant researcher, visiting cooperating faculty (senior research fellow, visiting senior researcher, visiting scholar, project researcher), research assistant, academic research assistant, adjunct administrative staff, this University's college/graduate student, trainee, research student, hourly-based employment staff	If BCM usage configurations have not been done for the issued RAINBOW ID.	Procedures are carried out at a Research Office desk. [Before business trip] Ritsumeikan University Statement of Travel Expenses [for faculty holding two posts (part-time lecturers, teaching lecturers, visiting professors) / adjunct administrative staff] [Research Division Form 2-2] [After business trip] Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1]
Visiting faculty, other university's college/graduate student, other person outside the university	A RAINBOW ID has not been issued (including those with no application submitted).	Procedures are carried out at a Research Office desk. [Before business trip] Ritsumeikan University Statement of Travel Expenses [for students and persons outside the University] [Research Division Form 2-3] [After business trip] Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1]

Graduate students can use the "Master's Degree Program Student Academic Conference Scholarship", the "Doctoral Degree Program Student Academic Conference Scholarship", and the like provided by the RARA Office to spend travel expenses by reducing their scholarship amount.

4.4.1 Flow of Procedures for Business Trips

The flow of procedures for domestic and overseas business trips for researchers and research collaborators is shown below. There are two types of procedures: "procedures that are performed on BCM" and "procedures that are not performed on BCM". Refer to the applicable type when performing the procedures ("Procedures, submission destination" on \$\infty\$P.83).

Before beginning business trip

Application for business trip

(1) Application for business trip (required) (○P.85)

- Procedures that are performed on BCM ⇒ Travel requisition (BCM) Procedures that are not performed on BCM ⇒ "Ritsumeikan University Statement of Travel Expenses"
- Materials that confirm the destination, schedule, content of business, and other details of business trip plan
- Transportation for business trips includes public transportation (railway, bus), taxis, rental cars, private cars (when there is a reasonable cause), ships, and airplanes. The procedures differ depending on the mode of transportation. ("(1) Transportation expenses" on ⊃P.73)

Business content	Example of materials
Discussions, interviews	Appointment e-mail, letter of request, etc. (that confirms date/time, location, etc.)
Material gathering, fieldwork, etc.	Describe in detail in 1-day units in the input field, form, or the like.
Academic conference, workshop, etc.	Event information, website screen-shot, etc. (if presentation, submit your name, date/time, and other detailed information)



Business trip report

Within 1 week after return

(2) Business trip report (required) (⊃P.87)

- Procedures that are performed on BCM ⇒ [Travel Report] in [Travel Requisition] (BCM)
 - Procedures that are not performed on BCM \Rightarrow "Domestic/Overseas Travel Report (Expense Report)"
- 2 Evidence of business trip for each day of business

Business content	Example of materials
Discussions, interviews, etc.	Meeting minutes, interview notes, business cards (first interview only), "Interview/Lodging Certificate [Research Division Form 2-5]", etc.
Material gathering, fieldwork, etc.	Expense receipts required by library, museum, etc. (copy fee, material purchase charge, admission fee, etc.), photographs taken during investigation, "Interview/Lodging Certificate [Research Division Form 2-5]", etc.
Academic conference, workshop, etc.	Attendance certificate, materials distributed on given day, attendance fee receipt (items paid locally), "Interview/Lodging Certificate [Research Division Form 2-5]", etc.

What should I do?

- When using air travel (⇒P.85)
- When expenses necessary for research activities incurred during business trip (\$\rightarrow\$P.86)
- For business trips involving long-term stays exceeding three months (○P.86)
- To cancel a business trip (⇒P.87)

4.4.2 Required Procedures and Documents

(1) [Before beginning business trip] Application for business trip (required)

Follow the procedures below to apply for a business trip.

	Procedures
Procedures that are performed on BCM	Complete the application procedure from the BCM menu [Business Trip Application]. In addition, attach "materials that confirm the destination, schedule, content of business, and other details of the business trip plan" as electronic data on BCM.
Procedures that are not performed on BCM	Prepare a "Ritsumeikan University Statement of Travel Expenses" and submit it to the person in charge of the budget by e-mail together with "materials that confirm the destination, schedule, content of business, and other details of the business trip plan". * About the "Ritsumeikan University Statement of Travel Expenses"
	The form differs depending on your position. See "Procedures, submission destination" on P.83, and use the appropriate form.

What should I do? 🖔

When a Business Trip Request Form is required

If it is necessary to submit a Business Trip Request Form to your affiliated institution, check if your institution has a prescribed format and then contact the person in charge of the budget. Furthermore, if you are regularly employed at an institution other than this University, fill in the specified sections of a "Ritsumeikan University Statement of Travel Expenses [for faculty holding two posts (part-time lecturers, teaching lecturers, visiting professors) / adjunct administrative staff] [Research Division Form 2-2]", and if you are a person outside the University, fill in the specified sections of a "Ritsumeikan University Statement of Travel Expenses [for students and persons outside the university] [Research Division Form 2-3]".

Reference 🂢

Business trips during an Academic Development Leave period

As for travel requisition, if a business trip is taken directly from where one is staying for a specified research project, submit an application via BCM. If you are temporarily returning to Japan for personal reasons, prepare an "Academic Development Leave Change, Business Trip, or Temporary Return Notification" and submit it to the appropriate department via SmartDB.

When using air travel

Submitted documents	Remarks
Invoice (or receipt)	As the actual cost will be paid, please use payment by invoice wherever possible.
Document that allows verification of flight information such as departure date, route, flight number, class, surcharges, taxes/imposts, etc.	Example: Itinerary, etc.

• In order to confirm the overall schedule of an overseas business trip, please submit before the trip if possible. (If you wish to be paid accommodation expenses, daily allowances in advance, submit at least one month prior to departure.)

As a general rule, even if the cost of the plane ticket exceeds 100,000 yen, the researcher will have to make the arrangements (place the order), and payment will be sent later from the University to the travel agency, etc., based on an invoice. Personal reimbursed payments involve a variety of problems, including the risk of collusive relationships with certain suppliers. On that basis, when using a travel agency that requires advance payment for issuing a plane ticket, submit an invoice to the Executive Office at least one month prior to departure as a guide. Please be aware that if the invoice is submitted less than one month prior to departure, the University may not be able to pay in advance.

Payments for expenses necessary for research activities incurred during a business trip

If necessary expenses other than travel expenses are incurred during a business trip, please have these reimbursed separately from the travel expenses. If attaching documentary evidence for the attendance fees for academic conferences or the like as business trip evidence, please do so indicating that it is attached as business trip evidence to avoid duplicated payment.

Expense category	Explanation
Expenses reimbursed as business trip travel expenses	Taxi fares, car rental fees (possible to pay gasoline expenses, expressway tolls, etc., when using a rental car), and other transportation expenses, accommodation expenses, and other such expenses paid by reimbursed payment where the actual amount can be reimbursed.
Expenses reimbursed as expenses separate from business trip travel expenses	Attendance fees for academic conferences, workshops, etc., entry/exit visa acquisition fees, fees for immunization required to enter the country, admission fees for local libraries and museums, copy fees, material purchase charges, etc., fees for proceedings purchased at academic conferences and workshops, and the like. If reimbursing actual expenses for air ticket fees, rental car fees, other transportation expenses, or accommodation expenses, and making a payment directly to the supplier via an invoice.

Handling of business trips involving long-term stays exceeding three months

The findings from the Operations Auditing Office in AY 2021 included stronger demand for ensuring the appropriateness and suitability for the use of research funds regarding business trips involving long-term stays. Therefore, we have revised the operation method for business trips involving long-term stays exceeding three months.

For business trips longer than 3 months, please contact the person in charge of the budget for more information about the relevant procedures.

Period	Procedures	
Before beginning business trip	Carry out a procedure separate from the business trip application in order to check the purpose of the business trip involving a long stay, business trip period, research method and the like, as well as the scope of travel expenses to be paid.	
During business trip (during stay)	As a progress report, submit weekly "travel reports" and "business trip evidence" (in general, in units of one month). * The "travel reports" and "business trip evidence" that are normally in daily units do not need to be submitted. However, tests, audits, and the like may require confirmation of the actual state of research activities during your stay, including daily business trip evidence.	

Period	Procedures	
After completing business trip	Submit the "travel report (long-term stay)" and clarify the achievements, results, and the like of the research activities during your stay.	
	* The Research Division Forms to be used in the above procedures are not listed in this Guidebook. Please consult with the person in charge of the budget in advance.	
	* For long-term overseas travel due to academic development leave, an academic development system in the University, please submit the forms prescribed for that system.	

^{*} Three months is a rough indication, and we may request that the business traveler carry out the same operation even in cases less than 3 months.

Cancellation of business trip

If the cancellation of a business trip is unavoidable, use the following procedures.

Procedures		
Procedures that are performed on BCM	Complete the procedure from the BCM menu [Travel Report]. From the < st of Documents>> screen in travel requisition, click on the [Awaiting Travel Report] tab, and select [Cancel] under [Application Category] for the relevant business trip item.	
Procedures that are not performed on BCM	Select "I have canceled the following business trip and would like to report it" on the "Domestic/International Travel Report (Expens Report)" form, complete the form, and submit it via e-mail to the person in charge of the budget.	

If reimbursement or reversal of expenses is necessary due to the cancellation of a business trip, perform the necessary procedures after consulting with the person in charge of the budget.

(2) [After business trip] Business trip report (required)

Complete the following business trip report procedures within one week of your return.

- * If there is a change to the business destination or the like, make revisions and then submit the report.
- * For research funds that established different standards for the payment of travel expenses, evidence of business trips to be submitted, or the like in the rules of a project originator, those rules shall be given priority. For example, for some governmental public projects, you may be required to submit the air ticket stub (or the equivalent) or boarding certificate.

Procedures		
Procedures that are performed on BCM	Complete the procedure from the BCM menu [Travel Report]. Fill in the necessary information in the [Travel Report] section of [Travel Requisition]. In addition, please attach "evidence of business trip for each day of business" as electronic data on BCM.	
Procedures that are not performed on BCM	Prepare the "Domestic/International Travel Report (Expense Report)" and submit it via e-mail to the person in charge of the budget with "evidence of business trip for each day of business" attached. If a business trip lasts 8 days or longer, submit a "Domestic/Overseas Travel Report (Expense Report) [Part 2] [Research Division Form 2-4-2]" as well.	

• Clearly indicate the suitability of using the budget in question as a resource for each business purpose, stating each day's business contents based on its relevance for the spending budget.

Business content	Example of business trip evidence materials	Example description of business content
Attendance to an academic conference for announcing research achievements or gathering information	Materials from the given day, attendance certificate	Morning: I participated in the **** academic conference, **** subcommittee and reported research achievements on the theme of **** impacting ****. Through a Q&A session and exchange of opinions with researchers familiar with the presentation contents, I could further deepen my knowledge. Afternoon: I attended a lecture on **** at the **** subcommittee and gathered information on the latest research methods and academic trends regarding ****.
Research discussions	On-site picture Interview/Lodging Certificate [Research Division Form 2-5]	I visited Professor ****, my research partner, and Professor ****, our research representative, and shared my research progress and issues. It was an opportunity to reconsider our research plan for the future. The discussion documents are highly classified at the current time so I will refrain from submitting them, but I will submit a picture that I took on-site at that university.
Information gathering	Admission ticket Receipt for document copy fees Materials acquired on-site	I gathered information and made copies of documents at ****. I acquired documents that can only be viewed/acquired at that library, which was an opportunity essential for my research activities in the future.
Field work	On-site picture Questionnaire survey materials Survey memo	I carried out field work regarding **** of the **** period. Specifically, I narrowed down my survey to looking at ****. I held interview investigations and questionnaire surveys with the chief Shinto priest and other related parties about the history and lifestyles of people at that time, and also made copies of historical documents and materials that can only be viewed on-site. I am submitting part of the materials and survey memos used in the interview investigations and questionnaire surveys as business trip evidence.