

3. Travel Expenses

This chapter explains the procedures for applications and reports for using research funds for domestic and overseas business trips. Carefully read this chapter and make sure to submit applications and reports using the correct procedures.

3. Travel Expenses

3.1 Business Trip Applications

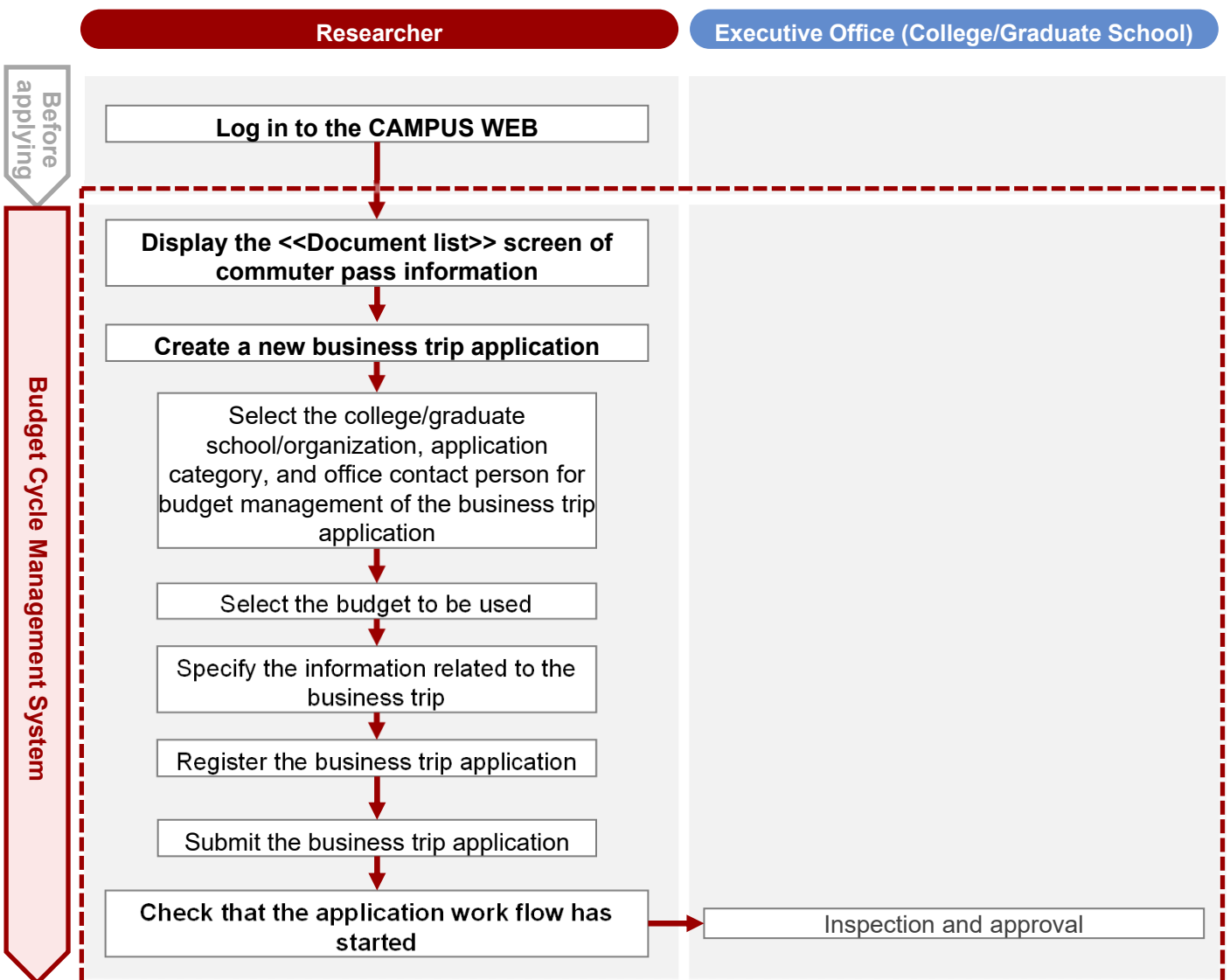
If taking a domestic or overseas business trip in relation to a research project, the application procedures differ depending on whether the person taking the trip is a faculty member, or a person from outside the university or student. This chapter explains the procedures for a business trip application.

3.1.1 For faculty

This section explains the business trip application procedures for faculty members of Ritsumeikan University.

3.1.1.1 Flow of operations

The flow of operations of business trip application procedures for university faculty members is as shown below.



3. Travel Expenses -> 3.1 Business Trip Applications

3.1.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [出張申請] link of the <<研究費操作メニュー・研究費一覧>> screen.

1 Display the <<研究費操作メニュー・研究費一覧>> screen.

For the operation procedure, refer to “1.2. Accessing BCM” on p. 5.

2 Click the [出張申請] link and display the <<Document list>> screen of commuter pass information.

▼ <<研究費操作メニュー・研究費一覧>> screen

1 Click the [出張申請] link under “(1) 定期情報の登録をされている方”.

Note!

- If your commuter pass information has been registered, click the [出張申請] link under “(1) 定期情報の登録をされている方” and proceed to step 3-①.
- If your commuter pass information has not been registered, click the [出張申請] link under “(2) 客員教員、学生フェロー等、定期情報の登録がない方” and proceed to step 3-②.

3 Register a new business trip application.

▼ <<Document list>> screen of commuter pass information

1 Click the [New Application] button.

▼ <<[University Faculty Member] Travel Requisition>> screen

No.	Item	Details
A	Information related to the proxy applicant	Displays information of the proxy applicant. Input a check in [Check here if you are applying by proxy].

2 Input a check here if you are applying by proxy.

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Cont.

B

申請日 Application Date	2025/10/19
教職員番号 Faculty/Staff ID No.	9999999
所属 (学部) College, Department	法学部 (教員)
職位 Position	特別任用教員A (教員)
申請者 Applicant	立命 邦太郎
連絡電話番号 Contact Phone Number	※ある方は内線番号、ない方は個人の電話番号をご入力ください。 If you have an extension number, please enter it. If not, please enter your personal phone number.
Eメールアドレス E-mail Address	yam-kazu@st.ritsumei.ac.jp

3 For a proxy application, change the name to that of the applicant (researcher who has requested the proxy application). You can search for the person by clicking **Q** and inputting key words in the displayed [ユーザの検索] field.

No.	Item	Details
Route1 Entry Field: Specify the required items related to the business trip application.		
B	Information related to the applicant	Displays information related to the applicant.

4 Input the applicant's [Contact Phone Number].

C

申請区分
Application Category

新規申請 / New Application 新規申請 (精算無し) / New Application (No Payment Calculations)

No.	Item	Details
C	Application Category Required	Select "New Application" or "New Application (No Payment Calculations)" for the application category.

5 Select the [Application Category].

D

出張申請する学部・研究科・機構等
Faculty/Graduate School/Organization Applying Research Trip

申請先選択 / Select Application Location

出張命令決裁を要しない職位 (下記中の職位で研究費の代表者となっている方)
※各員教員、各員研究教員、招聘研究教員、特別招聘教員、補助研究員、日本学術振興会特別研究員 (DC等)、学生フェロー、プロジェクト研究員など

予算管理窓口担当者
Office Contact Person for Budget Management

検索範囲内のアカウントの検索

執行予算選択
Budget Selection

単一予算

事業年度
Fiscal Year

2025

6 Select the college/graduate school/organization, office contact person for budget management, spending budget, and fiscal year of the business trip application.

No.	Item	Details
D	Faculty/Graduate School/Organization Applying Research Trip Required	Click the [Select Application Location] button, and from the displayed <<文書選択>> screen of routes, select the faculty, graduate school, or organization of the business trip application.
	Office Contact Person for Budget Management Required	Specify the office contact person for budget management. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Budget Selection	Set as [単一予算]. This item cannot be changed.
	Fiscal Year	Select the fiscal year of the budget used.

Note If you are the research fund representative and in a position that does not require travel requisitions, input a check in [出張命令決裁を要しない職位].

Reference To check the office contact person for budget management, click the link for the corresponding campus under [予算管理窓口担当者一覧] on the right side of the screen.

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Cont.

E

7 Specify the budget used.

No.	Item	Details
E	BCM budget code name Required	Click the [BCM予算選択] button and select the budget used.
	If you wish to execute with research funds that do not appear in the BCM code name	Input a check here if you want to take a business trip using research funds where you are not the research representative nor a partner, such as when taking business trips using shared costs of the research center, and then input the code and name for the budget to be spent. Also input a note indicating that the research representative has given approval, such as "Approved by the XYZ Research Center Operating Committee on MM/DD".
	If you wish to execute on multiple budgets	Input the desired details (① Name of budget used for the outward/return transportation expenses, ② Name of budget used for the daily allowance and accommodation expenses of each day of the business trip) in the input field. If combining direct expenses of multiple KAKENHI research projects, create an "Application for Combined Use of Multiple KAKENHI Projects [Research Division Form 1-8]" and attach it.

F

No.	Item	Details
F	事務局使用欄	Does not need to be input by the researcher.

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G

出張期間 Period of Business Trip	出発日/Departure Date [Pull-down menu for date]	帰着日/Return Date [Pull-down menu for date]
	出張日数_日数/Business Trip - No. of Nights 0 日/Nights	出張日数_日数/Business Trip - No. of Days 1 日/Days
		轉中泊/Nights in Transit 0 泊/Nights
国内/国外 Domestic/Overseas	国内 [Pull-down menu]	危険情報なし/No Safety Warning [Pull-down menu]
		危険情報なし/No Safety Warning [Link to MOFA website]
主たる用務内容 Main Purpose of Research Trip	<input type="radio"/> 共同研究 <input type="radio"/> フィールドワーク <input type="radio"/> 研修 <input type="radio"/> 学会・シンポジウム <input type="radio"/> その他	
主たる出張先 (国/都道府県) Main Destinations(Country/Prefectures)	[主たる目的の出張先選択 (国名・都道府県名)]	
主たる出張先 (訪問先) Main Visited institution	<input type="radio"/> 政府・政的関連機関等、国際機関等 <input type="radio"/> 大学等 <input type="radio"/> 民間等 (財団、社団法人、NGO、NPO法人含む) <input type="radio"/> その他	
自家用車利用の有無 Business trip using my private vehicle.	<input type="checkbox"/> 自家用車の利用を申請します/I apply for a business trip using my private vehicle. 自家用車の使用理由/Reason for Use: [Text input]	
出張に係る申し合わせ確認 Confirmation of Business Trip Arrangements	<input type="checkbox"/> 確認しました/I have confirmed this. ※立命館大学附属の方 ※For Those Affiliated with Ritsumeikan University	
出張期間中の授業措置 Measures Regarding the Handling of Your Classes During the Business Trip	<input type="radio"/> (1)どちらかを選択してください。/Please choose one or the other. <input type="radio"/> 出発日・帰着日を含め、授業実施に影響ありません/My business trip does not affect the conduct of my classes. <input type="radio"/> 授業に影響があるので、休講します/My classes will be canceled due to this business trip. ※立命館大学附属の方/※For Those Affiliated with Ritsumeikan University (2)休講する授業がある場合、科目名、クラス、曜日時間も記載してください。@manaba+Rへの休講登録が別途必要です/If any of your classes will be cancelled, please list the course name, class, day and period. ※You will need to register for a class cancellation separately on manaba+R.	
定期情報 Commuter Pass Information	定期区間 (バス区間含む) /Commuter pass area (incl. bus pass area) ※定期情報が表示されていない、または表示される定期情報が最新でない場合は人事課にご連絡ください。 定期区間 (バス区間含まず) /Commuter pass area (not incl. bus pass area) ※定期情報が表示されていない、または表示される定期情報が最新でない場合は人事課にご連絡ください。 駅ずばりによる交通費計算はバス区間含まない定期情報も自動排除します。バス区間の除外は、ご自身で行ってください。 The Ekipert route calculation software automatically excludes commuter pass information that does not include a bus pass area. If business trip area overlaps with commuter bus pass area, please exclude your bus pass area on your own.	
出発地 Place of Departure	<input type="radio"/> 所属キャンパス <input type="radio"/> 自宅 <input type="radio"/> その他	
帰着地 Place of Return	<input type="radio"/> 所属キャンパス <input type="radio"/> 自宅 <input type="radio"/> その他	

8 Specify the information related to the business trip.

Reference

The commuter pass information registered in the Division of Human Resources is automatically input in [Commuter Pass Information].

No.	Item	Details
G	Period of Business Trip Required	Use the pull-down menus for both [Departure Date] and [Return Date] or click on to specify each item. [Business Trip - No. of Nights], [Business Trip - No. of Days], and [Nights in Transit] are displayed automatically. However, be sure to also state [Days of travel] and [Previous night's accommodations] and [Following night's accommodations].
	Domestic/Overseas	Select whether making a domestic or overseas business trip. If making an overseas business trip, select the danger level bases on the danger information announced by the Ministry of Foreign Affairs of Japan.
	Main Purpose of Business Trip Required	Select the main purpose of the business trip.
	Main Destinations (Country/Prefectures) Required	Click the [主たる目的の出張先選択 (国名・都道府県名)] button and select the destination from the displayed list. If domestic, select the name of the prefecture and if overseas, select the name of the country.
	Main Visited institution Required	Select the institution or organization that is the main objective of the business trip.
	Business trip using my private vehicle.	If using your own private vehicle for the business trip, input a check next to [I apply for a business trip using my private vehicle.] and input the reason for its use in [Reason for Use].

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No.	Item	Details
G	Confirmation of Business Trip Arrangements	If the researcher is affiliated with Ritsumeikan University, check the “Business Trip Arrangements for Faculty and Procedures (FY2022 Revised Edition)” and input a check.
	Measures Regarding the Handling of Your Classes During the Business Trip Required	Select the measures for handling of your classes during the business trip. Additionally, if you are a researcher affiliated with Ritsumeikan University and require classes to be canceled, input the course name, class, and days/periods.
	Commuter Pass Information	The commuter pass areas both including and not including the bus pass area are displayed.
	Place of Departure Required	Select the place of departure as [所属キャンパス], [自宅], or [その他].
	Place of Return Required	Select the place of return as [所属キャンパス], [自宅], or [その他].

H

9 Input the destination and details of work to be performed. Route calculation is performed by the Executive Office.

Point

If registering multiple work tasks, click the [追加] button to add an input field and input the additional items.

No.	Item	Details
H	Business Travel Plans (Plus Business Travel Report - when research funds are used) Input fields (Per Trip): Input the business travel plan for each trip.	
	番号	Input the [Date Required], [Work Location Required], [Details of Work Required], and [Address of Work Location Required] for each trip. If performing multiple work tasks on a single business trip, click the [追加] button to add additional rows for business trip plans and enter the corresponding items.

I

10 If the travel expenses must be calculated using a different method than usual, fill in the [Notes for the Administrative Office] field.

No.	Item	Details
I	Research Assistant	Input the contact information if it is necessary to contact someone other than the applicant. If registering a faculty secretary or the like, also add them to the [Additional Viewing Rights] section at the bottom of the page. You can search for the person by inputting key words in the [検索範囲内のアカウントの検索] field.
	Notes for the Administrative Office	Input information accordingly if the conditions correspond to those indicated under the input field.

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Cont.

J

出張計画が確認できる資料(用務ごと)

Document(s) Confirming Business Travel Plans (Per Trip)

※研究費による出張の場合は必ず添付してください。
 ※請求書をごらんに添付しても業者への支払い処理を行うことが出来ません。ご注意ください。請求書がいりが必要な場合は、その請求書が発行された次第、原本を予算管理課へご提出ください。
 ※If the travel is financed by research funds, make sure to attach required documents.

11 Attach evidence of the business trip, such as photographs taken on-site.

No.	Item	Details
J	Document(s) Confirming Business Travel Plans (Per Trip) Required	Attach documents and other materials that can confirm the business trip plan.

12 If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.

K

追加閲覧権

Additional Viewing Rights

※追加で閲覧権が必要な場合は設定してください。
 ※If you need additional viewing rights, please set them.

一覧/List 登録/Register

13 Click the [Register] button.

Note!

The work flow does not start just by registering. Be sure to always perform **"Submit"** next to start the work flow.

No.	Item	Details
K	閲覧権設定用ブロック	If necessary, specify persons to be granted viewing rights to the application content such as the secretary or faculty responsible.
	Additional Viewing Rights	Select persons to be granted viewing rights. This is required if you filled in the [Research Assistant] field. You can search for the person by clicking and inputting key words in the displayed [検索範囲内のアカウントの検索] field.

4 Submit the business trip application.

文書登録/Document registration

一覧/List 編集/Edit 再利用/Reuse 更新履歴/Update history **業務開始(提出)/Submit** 印刷/Print 削除/Delete

文書の登録が完了しました。

文書タイトル 【大学教員】出張命令決裁
 文書番号 179 更新 17:08 [検証用] 教員C (業務秘書)

「登録」ボタンを押した後に、必ず「業務開始」ボタンを押してください。
 「業務開始」ボタンを押すことで、次の承認者に提出されます。
 Please make sure to click the "Start Operations" button after clicking the "Register" button.
 Clicking on the "Start Operations" button will submit the application to the next approver.

出願ルールや操作マニュアルはコチラ / Click here for the manual

【研究費】 出張命令決裁/[University Faculty Member] Travel Requisition

ステータス Status ● 申請前/Not Yet Applied 現在の担当者 Current Person

■経路1 記入欄 ■ Route 1 Entry Field

申請日 Application Date 2024/01/17
 教職員番号 Faculty/Staff ID No. 9999999
 所属(学部) College, Department 総合心理学部(教員)
 職位 Position 准教授
 申請者 Applicant [検証用] 教員A - 学部員A
 連絡電話番号 Contact Phone Number

1 Click the **[Submit]** button.

Reference

If you need to cancel a business trip application after submitting it, refer to "Chapter 4 Travel Expenses > 4.3 Business Trip Procedures > 4.3.2 Required Procedures and Documents" of the **Research Fund Spending Guidebook (For Researchers)**.

Click the [OK] button on the confirmation message to start application work flow.

End

3. Travel Expenses -> 3.1 Business Trip Applications

Registering a proxy applicant

To register a proxy applicant for a business trip application, click the [Edit] button of the <<Document update>> screen of commuter pass information.

1 Display the <<Document update>> screen of commuter pass information.

▼ <<Document list>> screen of commuter pass information

出願番号/Document No.	氏名/Name	教職員番号/Faculty/Staff ID No.	学校名(所属)/Name of School (Affiliation)	メールアドレス/Email Address	定期区間 (バス区間含む) /Commuter pass area (incl. bus pass area)	管理者/Proxy	操作/Operation	編集/Edit
1	【検証用】 教員A・学部長	9999999	総合心理学部 (教員)	sdb-128@st.ritsumeai.ac.jp	山科：J R東海道・山陽本線新快速；高槻：J R東海道・山陽本線；茨木	【検証用】 教員A・学部長	詳細	編集/Edit
2	【検証用】 教員A・学部長	9999999	総合心理学部 (教員)	sdb-128@st.ritsumeai.ac.jp	百万遍/京都市区バス；京都市区バス・203号(反時計回り)；烏丸今出川(地下鉄今出川駅)/京都市区バス；徒歩；今出川；京都市区丸太町；京都市区丸太町；京都市区丸太町；京都市区丸太町	【検証用】 教員A・学部長	詳細	編集/Edit

1 Click the [Edit] button.

2 Register proxy applicants in the commuter pass information.

▼ <<Document update>> screen of commuter pass information

検索範囲内のアカウントの検索

検索 一覧 閉じる

検索 一覧 閉じる

個人情報

氏名: 【検証用】 教員A・学部長

教職員番号: 9999999

所属コード: そうごうしんりがくぶ

職位コード: 2201

メールアドレス: sdb-128@st.ritsumeai.ac.jp

所属名称: 総合心理学部 (教員)

職位名称: 准教授

経路情報 (1.表示欄全区域入力)

乗車駅名: 山科

下車駅名: 茨木

通過経路: 山科：J R東海道・山陽本線新快速；高槻：J R東海道・山陽本線；茨木

1 Register the proxy applicant.

Point

You can register multiple proxy applicants for a single item of commuter pass information.

End

For details, refer to “4-1: [Faculty Members] Specifying Proxies” of the Travel Expenses System Usage Manual (For RU and APU Faculty) New Business Trip Application Volume issued by the Human Resources Office.

3. Travel Expenses -> 3.1 Business Trip Applications

3.1.2 For persons outside the university and students

Business trip applications for persons outside the university and students cannot be made using the [出張申請] link of BCM. Download the “Ritsumeikan University Statement of Travel Expenses [for students and persons outside the University] [Research Division Form 2-3],” input the necessary items, and submit before the business trip.

Please download the “Ritsumeikan University Statement of Travel Expenses [for students and persons outside the University] [Research Division Form 2-3]” from the following URL.

 https://www.ritsumei.ac.jp/research/member/research_expenses/04.html/

3. Travel Expenses

3.2 Business Trip Reports

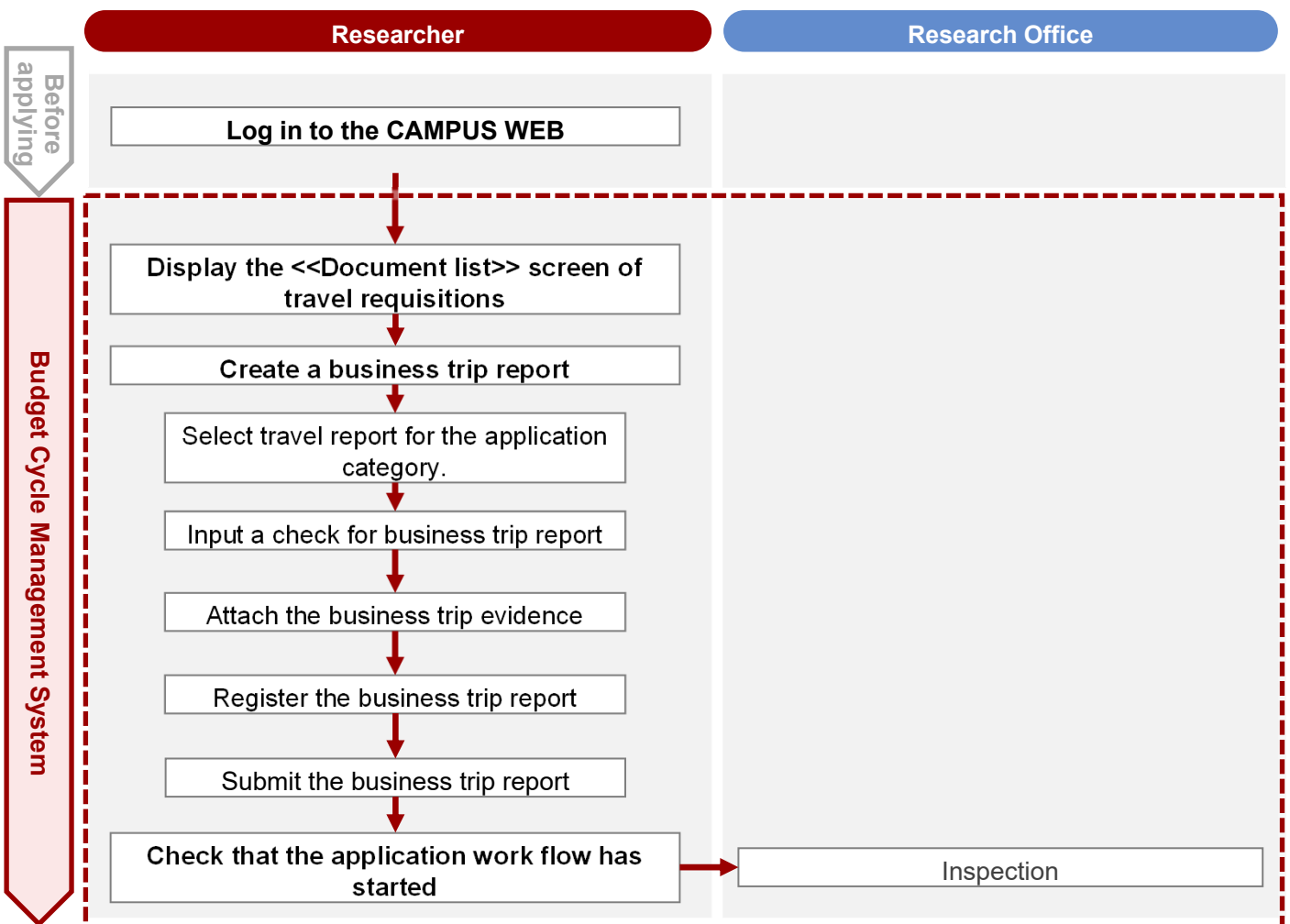
Create a business trip report when a business trip related to a research project has been completed. Similar to a business trip application, the reporting procedures differ depending on whether the person taking the trip is a faculty member, or a person from outside the university or student. This chapter explains the procedures for a business trip report.

3.2.1 For faculty

This section explains the business trip report procedures for faculty members of Ritsumeikan University.

3.2.1.1 Flow of operations

The flow of operations of business trip report procedures for university faculty members is as shown below.



3. Travel Expenses -> 3.2 Business Trip Reports

3.2.1.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [出張申請一覧・出張報告] link of the <<研究費操作メニュー・研究費一覧>> screen.

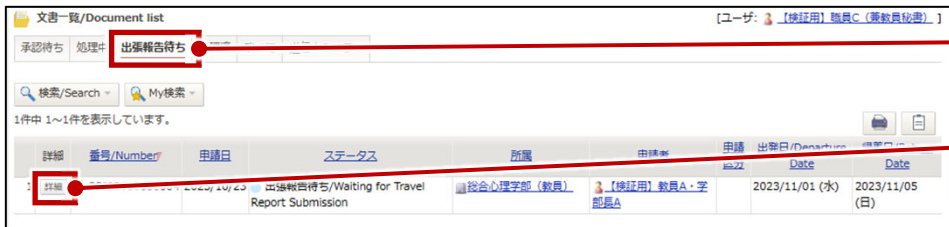
Reference

This section only describes details of the <<[University Faculty Member] Travel Requisition>> screen and <<Travel Report>> screen that are related to business trip reports.
For other items, refer to “3.1.1.2 Operation procedures” on [p. 49](#).

1 Display the <<研究費操作メニュー・研究費一覧>> screen.
For the operation procedure, refer to “1.2. Accessing BCM” on [p. 5](#).

2 Click the [出張申請一覧・出張報告] link and display the <<Document list>> screen of travel requisitions.

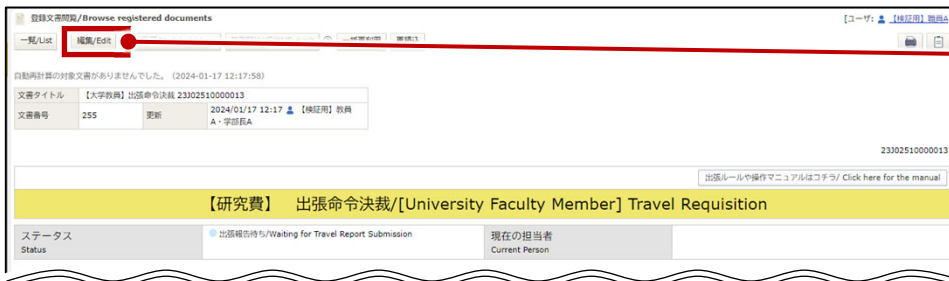
3 Create the business trip report.
▼ <<Document list>> screen of travel requisitions



1 Click the [出張報告待ち] tab.

2 Click the [詳細] button of the corresponding item.

▼ <<[University Faculty Member] Travel Requisition>> screen



3 Click the [Edit] button.



No.	Item	Details
A	Status	Displays the current status of the application work flow. [Waiting for Travel Report Submission] is displayed.
	Current Person	Displays the current person responsible for the application work flow.

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Cont.

4 Select [Travel Report] for the [Application Category].

Point
Performing this operation switches the screen to [Travel Report].

5 For [Report Content], input a check for [I report that I made a business trip as outlined below.]. If the business trip plan was changed, input a check in “変更有” and list the reason for the change.

6 Make additions and corrections in accordance with the actual work.

7 Attach document(s) serving as evidence of the business trip to [Material(s) Verifying Business Trip].

8 Click the [Register] button.

Note!
The work flow does not start just by registering. Be sure to always perform “Submit” next to start the work flow.

4 Submit the business trip report.

1 Click the [Submit] button.

Click the [OK] button on the confirmation message to start application work flow.

End

3. Travel Expenses -> 3.2 Business Trip Reports

3.2.2 For persons outside the university and students

Business trip reports of persons outside the university and students cannot be made using the <<Document list>> screen of travel requisitions. Download the “Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1],” input the necessary items, and submit after the business trip. Please download the “Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1]” from the following URL.

 https://www.ritsumei.ac.jp/research/member/research_expenses/04.html/