

# 4. Personnel Costs and Honorariums/Remunerations

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This chapter explains how to submit applications for work related to employment of students working part-time and requests for lecture meetings, tape transcription, interview investigations, and similar tasks using research funds. Carefully read this chapter and make sure to submit applications using the correct procedures.

4. Personnel Costs and Honorariums/Remunerations

# 4.1 Work Based on Time Management

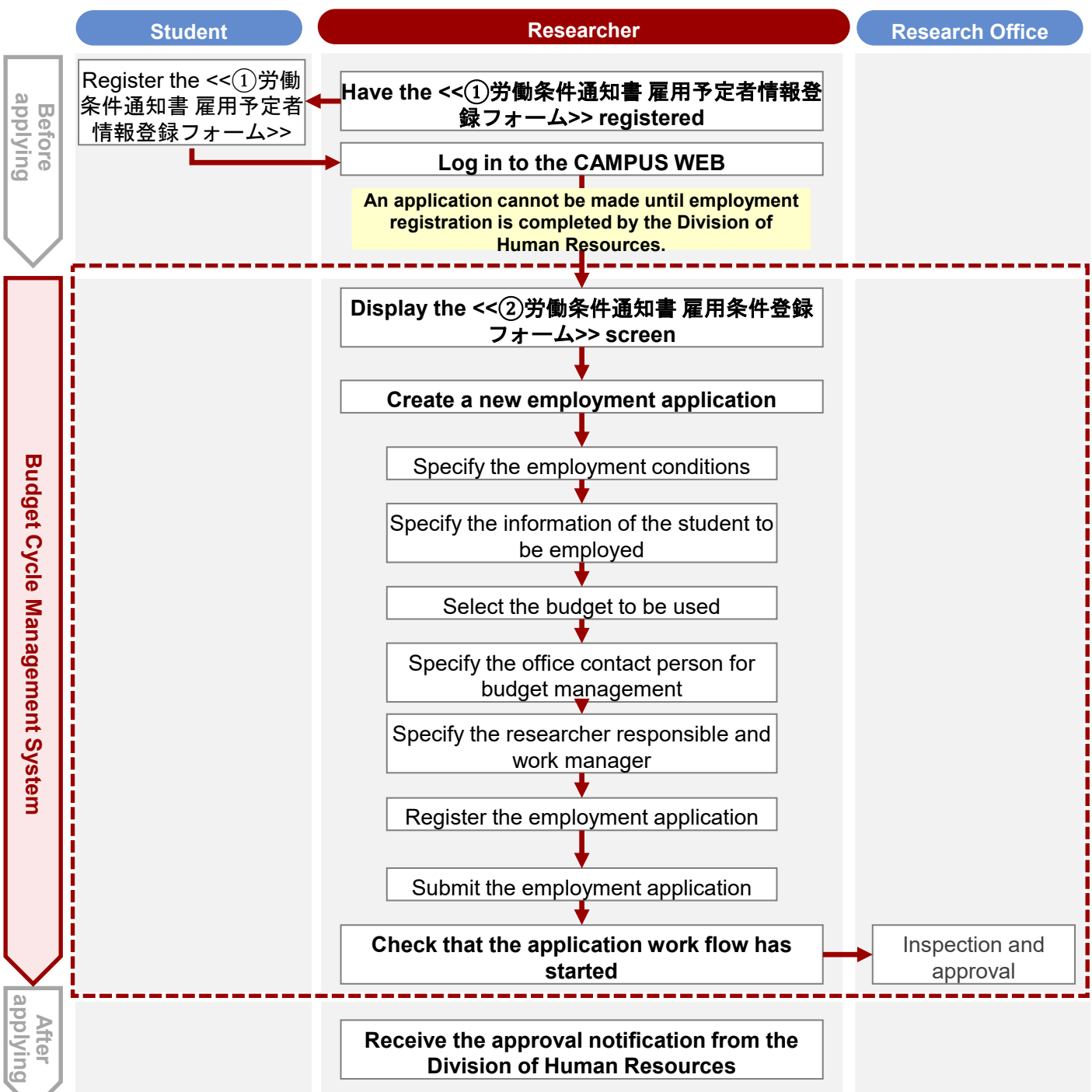
A research budget can be spent for employment if it is necessary to employ students part-time in order to execute the research project. This chapter explains the procedures for employment applications.

## 4.1.1 Employment applications

This section explains the employment application procedures for employing students for part-time work.

### 4.1.1.1 Flow of operations

The flow of operations for employment applications is as shown below.



## 4. Personnel Costs and Honorariums/Remunerations -> 4.1 Work Based on Time Management

### 4.1.1.2 Operation Procedures

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

**Note!**

- Use the <<②労働条件通知書 雇用条件登録フォーム>> screen only for applications for part-time employment of RU/APU students.
- You must input the items of “①労働条件通知書 雇用予定者情報登録フォーム” for students of this university employed for the first time at this university. Provide students with the 労働条件通知書 雇用予定者情報登録 on the Research Funds Management System web page and request them to register the necessary information beforehand.

[https://www.ritsumei.ac.jp/research/member/research\\_expenses/04.html/](https://www.ritsumei.ac.jp/research/member/research_expenses/04.html/)

**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 [雇用申請] link and display the <<②労働条件通知書 雇用条件登録フォーム>> screen.

**3** Create a new employment application.

▼ <<②労働条件通知書 雇用条件登録フォーム>> screen

**1** Input a check here if you are applying by proxy.

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 the application date.

**3** For a proxy application, change the name to that of the applicant.

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

No.	Item	Details
B	Information related to the applicant	Displays information related to the applicant.
	Application Date	Input the application date.
	Applicant	Displays the name of the applicant. 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  and inputting key words in the displayed [ユーザの検索] field.
	Contact Phone Number	Input the contact phone number of the applicant.

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Cont.

**C**

特種1 教員・事務局記入欄1

雇用期間  
Period of Employment

更新の有無  
Renewal of Contract

主な就業場所  
Main Place of Employment

業務の内容  
Contents of Work

勤務時間・休憩時間・勤務日  
Working hours, break times, working days

**5** Specify the employment conditions.

No.	Item	Details
<b>C</b>	<b>経路1教員・事務局記入欄1: Specify information related to the employment.</b>	
	<b>Period of Employment Required</b>	Input the employment period.
	<b>Renewal of Contract</b>	The display is fixed as “更新しない”.
	<b>Main Place of Employment Required</b>	Select the main place of employment. If you select “その他”, input the place of employment in the [勤務地] field. ● <b>建物名 Required:</b> Input the name of the building. ● <b>階数:</b> Input the number of floors. ● <b>部屋名:</b> Input the room name of the place of employment.
	<b>Contents of Work Required</b>	Enter the specific content of the work performed. Also, input one of the following as the [作業場所].
	<b>Working hours, break times, working days</b>	The display is fixed as “別途、シフト表等を交付して勤務時間、勤務日を指定する。”.

**D**

所定外時間労働  
Overtime working hours

休日  
Holiday

年次有給休暇  
Annual paid leave

給与  
Hourly Wage

通勤手当  
Commuting Allowance

その他の手当  
Other Allowances

給与締切日・支給日  
Salary deadline/Payment date

給与計算・支給方法  
Salary calculation/Payment method

昇給・賞与・退職金  
Salary increase/bonus/retirement allowance

退職・解雇に関する事項  
Matters regarding retirement and dismissal

社会保険等の適用  
Application of social insurance

予算管理窓口  
Office for Budget Management

相談窓口  
Consultation counter

**6** Specify the employment conditions. (Cont.)

No.	Item	Details
<b>D</b>	<b>Overtime working hours</b>	The display is fixed as “なし”.
	<b>Holiday</b>	The display is fixed as “学校法人立命館時間雇用職員就業規則（以下「就業規則」という。）第19条および20条の定めによる。”.
	<b>Annual paid leave</b>	The display is fixed as “なし”.

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No.	Item	Details
<b>D</b>	<b>Hourly Wage Required</b>	Select the hourly wage from the pull-down menu. Directly input into the input field if not a set hourly wage.
	<b>Commuting Allowance</b>	The display is fixed as “支給しない。ただし、業務により所属キャンパス以外の勤務を命じた場合はこの限りではない。”.
	<b>Other Allowances</b>	The display is fixed as “学校法人立命館時間雇用職員給与規程（以下「給与規程」という。）第12条から第14条までの定めによる。”.
	<b>Salary deadline/ Payment date</b>	The selection is fixed as “月末締め、翌月25日支給”.
	<b>Salary calculation/ Payment method</b>	The display is fixed as “給与規程第5条、第7条および第9条の定めによる。”.
	<b>Salary increase/ bonus/retirement allowance</b>	The display is fixed as “昇給なし／賞与なし／退職金なし”.
	<b>Matters regarding retirement and dismissal</b>	The display is fixed as “就業規則第10条から第14条までの定めによる。”.
	<b>Application of social insurance</b>	The display is fixed as “雇用保険なし／私学共済なし／労災保険あり”.
	<b>Office for Budget Management Required</b>	Select the contact office 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.
<b>Consultation counter Required</b>	Select the consultation counter. 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.	



**E**

経路1 教員記入欄

被雇用者 Employee

学生証番号 Student Number

教職員番号 ID Card Number

雇用種別 Employment type

雇用開始年度 Fiscal year of Enrollment Start

**7** Specify the information of the employed student.

No.	Item	Details
<b>E</b>	<b>経路1教員記入欄</b>	Input information related to the employee.
	<b>Employee</b>	Click the [被雇用者選択] button to display the <<【アルバイト管理】①労働条件通知書 雇用予定者情報登録フォーム>> screen and select the person to be employed from this screen. The employee name, furigana, and affiliation are displayed accordingly.
	<b>Student Number</b>	Displays the selected employee's student number.



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Cont

No.	Item	Details
E	ID Card No	Displays the employer's ID card number.
	Employment type	Displays the selected employee's employment type.
	Fiscal year of Employment Start	Displays the period indicating this fiscal year.

F

No.	Item	Details
F	経路1教員記入欄_予算選択	Select the budget used for employment.
	Fiscal year	Select the fiscal year of the project.
	BCM budget code name <b>Required</b>	Select the budget used from the [BCM予算選択] button. Displays information of the budget used.
	Office Contact Person for Budget Management <b>Required</b>	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.

8 Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used. Also, specify the office contact person for budget management.

**Reference**

For the budget management contact, refer to the "Budget Cycle Management web page."  
<https://fp.ritsumeikai.ac.jp/facultyportal/s/research/researchexpenses/budget-management>

G

9 Input the reason if the salary unit price exceeds the base amount.

10 Specify the researcher responsible, work manager, and related items.

No.	Item	Details
G	経路1教員記入欄_執行予算C(共通)	Specify the reasons for setting a salary unit price other than the base amount.
	Reasons for setting a salary unit price other than the base amount	Input the reasons for setting a salary unit price other than the base amount.

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No.	Item	Details
G	その他	Specify the following items. <ul style="list-style-type: none"> <li>● <b>Researcher in Charge Required:</b> Select the researcher responsible. 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.</li> <li>● <b>Task manager Required:</b> Select a person, other than the researcher in charge, who will perform work approval in "kinmuu" (such as a faculty secretary) as the task manager. You can search for the person by inputting key words in the [全てのアカウントの検索] field.</li> <li>● <b>担当研究者と作業指揮（管理）者が異なる場合記入:</b> Input the reason why the "Researcher in Charge" and "Task manager" are different persons.</li> </ul>
	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.

**Point**  
Up to four task managers can be input; one is required, and the other three are optional.

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

**12** 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
H	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 Q 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 employment application.

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

**Reference**  
If issuing a notification of working conditions for different persons for the exact same work, click the [Reuse] button. This is convenient because the documents can be reused and then issued by revising only some of the items.

Click the [OK] button on the confirmation message to start application work flow. After approval by the Division of Human Resources, the notification of working conditions will be issued by e-mail to the student's address.

End

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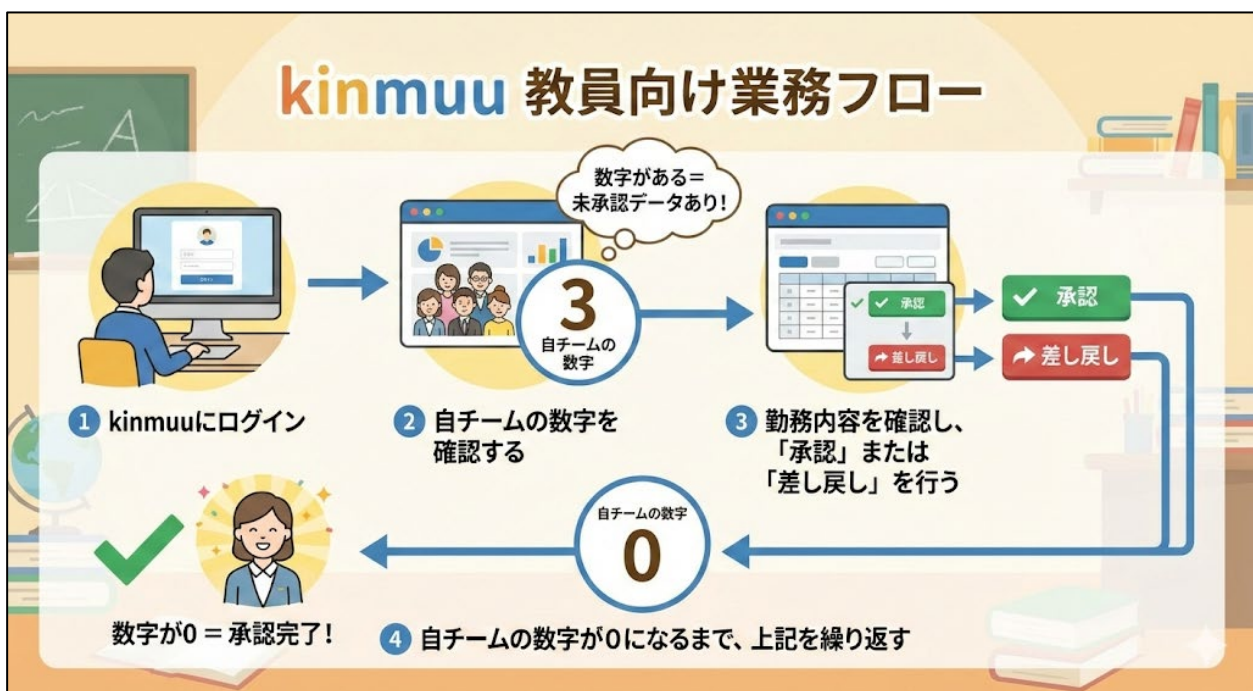
## 4.1.2 Work management

Starting in April of 2026, the university will begin using the work management system “kinmuu” (“kinmu” meaning “work” in Japanese, with a “u” for “university” added at the end). kinmuu will be used to manage work only for students working part time. Other adjunct administrative staff members (such as faculty secretaries and research assistance) will continue to use the conventional procedures for management.

## 4.1.2.1 Outline of kinmuu

## Flow of work

A researcher who employs a student working part time uses kinmuu to **“approve work”** and **“set the value for one’s own team to 0”**. The following shows the flow of work in kinmuu.



No.	Work details	
1	Log in to kinmuu	Log in to <a href="#">kinmuu</a> .
2	Check the value for one’s own team	Check the value in the [自チーム] field. If the [自チーム] field contains a value of 1 or higher, that means that unapproved work data is remaining there.
3	“Approve” or “return to applicant”	The researcher performs work approval processing. <b>Note!</b> There is no need to look at values other than those of the [自チーム] field.
4	Repeat the above until the value for one’s own team is 0	The researcher repeats work approval processing until the value is 0.
5	When the value is 0, approval is finished!	When the value reaches 0, approval is finished.

## Reference

Check the following YouTube video “すぐに分かる！kinmuuの使い方（かんたん操作）” for more information about kinmuu.

<https://youtu.be/QeJL7JFGn8U>

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▼ Example of screens after logging in to kinmuu

**2026年2月**  
 対象期間: 2026/02/01 - 2026/02/28  
 確定期限: 2026/03/04 23:59  
 承認期限: 2026/03/09 23:59

雇用数	登録数	承認待ち 自分	自部課	自部課+役職	自チーム
14	0	0	0	0	0

**1** If [自チーム] contains a value other than 0, unapproved work data is remaining there.

### 4.1.2.2 Procedures for “work approval”

#### Specifying the work approver

- The work approver in kinmuu is the researcher and the proxy applicant (faculty secretary).
- Work approvers must have a Ritsumeikan University email address.
- If there is any work data with the “承認待ち” status, a value is added to the [自チーム] field on the kinmuu screen for all work approvers.

#### Note!

Students have been instructed to enter the name of the researcher who gave the work order and finalize their work hours. However, sometimes that information is missing. In this case, approvers are unsure of who should perform work approval, resulting in everyone waiting for someone else to move. Please instruct students to enter the name of the researcher who gave the work order and finalize their work hours.

#### Procedure for performing work approval individually

- 1** Open the work data to be approved.

▼ Screen in kinmuu

**2026年2月**  
 対象期間: 2026/02/01 - 2026/02/28  
 確定期限: 2026/03/04 23:59  
 承認期限: 2026/03/09 23:59

雇用数	登録数	承認待ち 自分	自部課	自部課+役職	自チーム
14	0	0	0	0	0

**1** Click the value for [自チーム].

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Cont.

**2** Input a check in the checkbox for the corresponding work data and then click [操作].

▼ Screen in kinmuu

操作	対象日	開始 - 終了 (除外)	勤務時間	時間外	時間内 深夜	時間外 深夜
<input checked="" type="checkbox"/>	2025/12/01(月)	13:10 - 14:45	01:35	01:35		
<input type="checkbox"/>	2025/12/01(月)	13:10 - 14:45	01:35	01:35		

**1** Input a check in the checkbox and then click [操作].

**3** Click [承認する].

▼ Screen in kinmuu

操作

対象日

開始 - 終了 (除外)

一括チェック

承認メニュー  
実行可能なもののみ対象

> 承認する

> 差し戻す

**1** Click [承認する].

Completed

4. Personnel Costs and Honorariums/Remunerations -> 4.1 Work Based on Time Management

Procedure for performing work approval in a batch

1 Open the work data to be approved.

▼ Screen in kinmuu

2026年2月  
 対象期間: 2026/02/01 - 2026/02/28  
 確定期限: 2026/03/04 23:59  
 承認期限: 2026/03/09 23:59

雇用数	登録数	承認待ち 自分	自部課	自部課 + 役職	自チーム
14	0	0	0	0	0

1 Click the value for [自チーム].

2 Click [操作] and then click [一括チェック].

▼ Screen in kinmuu

操作	対象日	開始 - 終了 (除外)
<input checked="" type="checkbox"/> 一括チェック		10 - 14:45

1 Click [操作] and then click [一括チェック].

3 Click [承認する].

▼ Screen in kinmuu

2025年7月勤怠 - 勤務登録一覧

この勤務登録期間中に登録された勤務の一覧を表示しています。検索ボタン横

操作	対象日	開始 - 終了 (除外)
<input checked="" type="checkbox"/> 一括チェック	1(火)	09:00 - 10:35
承認メニュー 実行可能なもののみ対象	2(水)	09:00 - 10:35
> 承認する	3(木)	09:00 - 10:35
> 差し戻す		

1 Click [承認する].

Completed

4. Personnel Costs and Honorariums/Remunerations -> 4.1 Work Based on Time Management

Note!

Finalizing deadlines and approval deadlines

The “finalizing deadline” is the deadline for the student, and the “approval deadline” is the deadline for the approver, that is, the researcher. If this deadline is exceeded, the student and the researcher will not be able to finalize or approve work. Researchers should be sure to complete work approval by the “approval deadline.”

HOME  
直近の勤務登録期間

2026年1月勤務  
対象期間: 2026/01/01 - 2026/01/31  
確定期限: 2026/01/31 23:59  
承認期限: 2026/02/02 23:59

2025年12月勤務  
対象期間: 2025/12/01 - 2025/12/31  
確定期限: 2025/12/31 23:59  
承認期限: 2026/01/06 23:59

4.1.2.3 Procedures for “returning to applicant”

If there is a mistake in the work content, the researcher returns to work data to the student. The student will finalize the work data again, and if the mistake is fixed, the researcher approves the work.

1 Click the value in [自チーム].

▼ Screen in kinmuu

2025年7月勤怠  
対象期間: 2025/07/01 - 2025/07/31  
確定期限: 2025/07/31 23:59  
承認期限: 2025/08/01 23:59

雇用数 38 登録数 8 承認待ち 0 自分 0 自部課 0 自部課+役員 0 自チーム 0

1 Click the value in [自チーム].

2 Check the work data.

▼ Screen in kinmuu

操作	対象日	開始 - 終了 (除外)	勤務時間	時間内	時間外	時間内 深夜	時間外 深夜	氏名	雇用/勤務内容	状況
<input type="checkbox"/>	2025/07/09(水)	14:55 - 16:30	01:35	01:35				テスト情報理工学部 2(123462)	情報理工学研究2 TA	承認待ち
<input type="checkbox"/>	2025/07/10(木)	16:40 - 18:15	01:35	01:35				テスト情報理工学部 2(123462)	情報理工学研究2 TA	承認待ち
<input type="checkbox"/>	2025/07/11(金)	09:00 - 18:00	09:00	08:00 01:00				テスト文学部5(123455)	文学5 TA	承認待ち
<input type="checkbox"/>	2025/07/14(月)	09:00 - 12:35	03:35	03:35				テスト理工学部1(123456)	理工学研究1 TA	承認待ち

1 Check that the applicable days (work days) and starting and ending times are correctly registered.

Reference

The Executive Office has uploaded the employment and work details.

3 Input a check in the checkbox for the work data to be returned and then click [操作].

▼ Screen in kinmuu

操作	対象日	開始 - 終了 (除外)	勤務時間	時間内	時間外	時間内 深夜	時間外 深夜	氏名
<input checked="" type="checkbox"/>	2025/07/09(水)	14:55 - 16:30	01:35	01:35				テスト情報理工学部 2(123462)
<input type="checkbox"/>	2025/07/10(木)	16:40 - 18:15	01:35	01:35				テスト情報理工学部 2(123462)
<input type="checkbox"/>	2025/07/11(金)	09:00 - 18:00	09:00	08:00 01:00				テスト文学部5(123455)

1 Input a check in the checkbox and then click [操作].

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Cont.

**4** Click [差し戻す].

## ▼ Screen in kinmuu

The screenshot shows a table with columns for '操作' (Action), '対象日' (Target Date), and '開始 - 終了 (除外)' (Start - End (Excluded)). A dropdown menu is open under the '操作' column, showing options: '一括チェック' (checked), '承認メニュー' (Confirmation Menu), '実行可能なもののみ対象' (Target only executable items), '> 承認する' (Confirm), and '> 差し戻す' (Return), which is highlighted with a red box. A red arrow points from this box to a callout box labeled '1 Click [差し戻す].'

操作	対象日	開始 - 終了 (除外)
<input checked="" type="checkbox"/> 一括チェック	火)	10:45 - 11:45

承認メニュー  
実行可能なもののみ対象

- > 承認する
- > 差し戻す

**1** Click [差し戻す].**5** Input the reason for returning the data and then click [差し戻す].

## ▼ Screen in kinmuu

The screenshot shows a dialog box titled '差し戻し処理' (Return Processing). It contains a message: '勤務登録を差し戻し、本人に修正させることができます。差し戻しと同時に通知メールが発信され、差し戻し理由は本人画面に表示されます。差し戻すと確定状況や承認状況がリセットされますのでご注意ください。' (You can return the work registration and have the person correct it. A notification email will be sent at the same time as the return, and the return reason will be displayed on the person's screen. Please be careful as returning will reset the confirmed status and approval status.) Below the message is a dropdown menu for '差し戻し対象' (Return Target) with the value '2025/07/09 14:55 - 16:30 テスト情報理工学部2(123462) 情報理工学研究2 TA'. A text input field for '差し戻し理由' (Return Reason) is highlighted with a red box and contains the text: '勤務内容に誤りがあるため差し戻します。正しい勤務時間に修正してください。' (I am returning because there is an error in the work content. Please correct the correct work time.) A red arrow points from this box to a callout box labeled '1 Input [差し戻し理由].'. At the bottom right, a blue button labeled '差し戻す' (Return) is highlighted with a red box, with a red arrow pointing to a callout box labeled '2 Click [差し戻す].'. A '閉じる' (Close) button is also visible.

差し戻し処理

勤務登録を差し戻し、本人に修正させることができます。差し戻しと同時に通知メールが発信され、差し戻し理由は本人画面に表示されます。差し戻すと確定状況や承認状況がリセットされますのでご注意ください。

差し戻し対象 ①

2025/07/09 14:55 - 16:30 テスト情報理工学部2(123462) 情報理工学研究2 TA

差し戻し理由 必須

勤務内容に誤りがあるため差し戻します。正しい勤務時間に修正してください。

閉じる 差し戻す

**1** Input [差し戻し理由].**2** Click [差し戻す].

Completed

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### 4.1.2.4 Other

#### Work starting and ending times

The student can revise the starting and ending times. If the student revised the time, a warning ([本人時間変更歴あり]) is displayed. Check if the revision is correct.

操作	対象日	開始 - 終了 (除外)	勤務時間	時間内	時間外	時間内 深夜	時間外 深夜	氏名
<input type="checkbox"/>	2025/07/02(水)	09:00 - 10:35	01:35	01:35				テスト情報理工学部 2(123462)
<input type="checkbox"/>	2025/07/02(水)	15:00 - 17:30 本人時間変更歴あり ⓘ	02:30	02:30				テスト情報理工学部 2(123462)

#### Inquiries regarding kinmuu

**Please do not use the [お問い合わせ] link in kinmuu.** If you use this, your inquiry will not reach the responsible party. Please inquire with the Research Office on your campus.



#### Inquiries regarding kinmuu

You can find manuals, FAQs, and other information related to kinmuu at the website below.

[Hourly-based employment staff \(including student working part time\) - Division of Human Resources, The Ritsumeikan Trust](#)

4. Personnel Costs and Honorariums/Remunerations

# 4.2 Work Based on Work Performance

Consideration can be paid to an individual based on deliverables, work performance, or the like provided by an individual requested to perform work where the work is not (or cannot be) directly subject to instructions/supervision or management by the researcher.

## 4.2.1 Request application

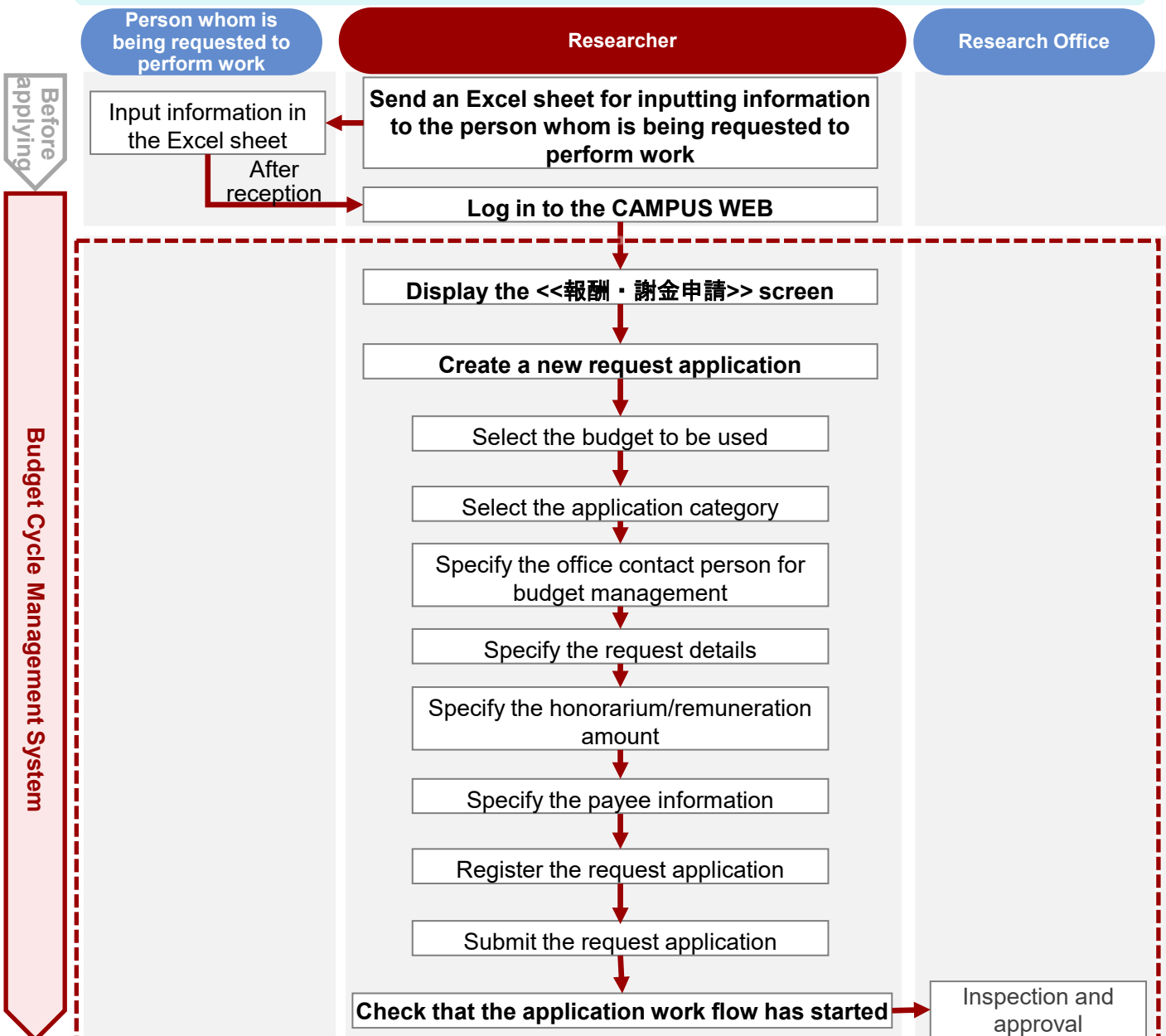
This chapter explains the procedures for work based on work performance.

### 4.2.1.1 Flow of operations

The flow of applications for requesting work is as shown below.

**Point** 

- Depending on the use when applying according to the application category, the applications differ as follows. A requires a report after completion as well.
- “A: 個人宛業務依頼（成果物等）” is used for a work request application (when applying to use a specific amount of money for a work request).
  - “B: 講演、専門的な指導・助言等” and “C: 被験者・アンケート・聞き取り調査等” are used for payment request applications.



4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

4.2.1.2 Operation procedures

Preparation before applying

Send the following document to the person intended as the subject of the work request beforehand and have he/she return it after filling it in. The document to be filled in differs according to the application category. We recommend preparing the document beforehand because the file of the filled-in document must be later attached to the [Attachment Files for Bank Account Information] by SmartDB operations for the application (➡ “4.2.1.3 Items specified by application category” on p. 80).

- Application Category 1: A  
“個人宛業務依頼（成果物等）  
[Research Division Form 4-1]”

- Application Category 1: B  
“報酬・謝金支払請求書（講演、専門的な指導・助言等） [Research Division Form 4-3]”

**【個人宛業務依頼（成果物）被依頼者情報**  
\*被依頼者が本人が記入してください。

氏名・生年月日	フリガナ 氏名	生年月日
連絡先	〒 TEL	
所在地・納税区	〒 納税区	
作業地	<input type="checkbox"/> 日本国内 <input type="checkbox"/> 日本国外（国名：）	
※ 外国籍の方	在留資格名称( )	在留期限( まで)
本学との雇用関係がある方	所属	職位
学生証番号 所属・証生	<input type="checkbox"/> 学部 <input type="checkbox"/> 研究科 修士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生 <input type="checkbox"/> 専攻科 <input type="checkbox"/> 専攻科 博士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生	
振込先国内口座 (本人名義のみ)	銀行名	支店名
	預金種別 <input type="checkbox"/> 普通預金 <input type="checkbox"/> ( )	口座番号
	口座名義(姓)	

\* 作業地が日本国外の場合等で国外口座への振込の場合、以下に記載。

**受取人/BENEFICIARY**  
受取人ID番号またはIBANコード  
BENEFICIARY'S A/C NO. or IBAN CODE

口座名義  
A/C NAME

住所  
ADDRESS

電話番号  
TEL

国名  
COUNTRY

**受取人取引銀行/ACCOUNT WITH**

銀行名  
BANK NAME

支店名  
BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所  
ADDRESS

国名  
COUNTRY

**経由銀行/INTERMEDIARY BANK** ※経由銀行情報は指定がある場合のみ必要な情報です。

銀行名/BANK NAME

支店名/BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所/ADDRESS

国名/COUNTRY

**【報酬・謝金支払請求書（講演、専門的な指導・助言等）被依頼者情報**  
\*被依頼者が本人が記入してください。

氏名・生年月日	フリガナ 氏名	生年月日
連絡先	〒 TEL	
所在地・納税区	〒 納税区	
作業地	<input type="checkbox"/> 日本国内 <input type="checkbox"/> 日本国外（国名：）	
※ 外国籍の方	在留資格名称( )	在留期限( まで)
本学との雇用関係がある方	所属	職位
学生証番号 所属・証生	<input type="checkbox"/> 学部 <input type="checkbox"/> 研究科 修士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生 <input type="checkbox"/> 専攻科 <input type="checkbox"/> 専攻科 博士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生	
振込先国内口座 (本人名義のみ)	銀行名	支店名
	預金種別 <input type="checkbox"/> 普通預金 <input type="checkbox"/> ( )	口座番号
	口座名義(姓)	

\* 作業地が日本国外の場合等で国外口座への振込の場合、以下に記載。

**受取人/BENEFICIARY**  
受取人ID番号またはIBANコード  
BENEFICIARY'S A/C NO. or IBAN CODE

口座名義  
A/C NAME

住所  
ADDRESS

電話番号  
TEL

国名  
COUNTRY

**受取人取引銀行/ACCOUNT WITH**

銀行名  
BANK NAME

支店名  
BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所  
ADDRESS

国名  
COUNTRY

**経由銀行/INTERMEDIARY BANK** ※経由銀行情報は指定がある場合のみ必要な情報です。

銀行名/BANK NAME

支店名/BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所/ADDRESS

国名/COUNTRY

- Application Category 1: C  
“報酬・謝金支払請求書（被験者、アンケート・聞き取り調査等） [Research Division Form 4-4]”

**【報酬・謝金支払請求書（被験者、アンケート・聞き取り調査等）被依頼者情報**  
\*被依頼者が本人が記入してください。

氏名・生年月日	フリガナ 氏名	生年月日
連絡先	〒 TEL	
所在地・納税区	〒 納税区	
作業地	<input type="checkbox"/> 日本国内 <input type="checkbox"/> 日本国外（国名：）	
※ 外国籍の方	在留資格名称( )	在留期限( まで)
本学との雇用関係がある方	所属	職位
学生証番号 所属・証生	<input type="checkbox"/> 学部 <input type="checkbox"/> 研究科 修士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生 <input type="checkbox"/> 専攻科 <input type="checkbox"/> 専攻科 博士・前期課程 <input type="checkbox"/> 後期課程 <input type="checkbox"/> 院生	
振込先国内口座 (本人名義のみ)	銀行名	支店名
	預金種別 <input type="checkbox"/> 普通預金 <input type="checkbox"/> ( )	口座番号
	口座名義(姓)	

\* 作業地が日本国外の場合等で国外口座への振込の場合、以下に記載。

**受取人/BENEFICIARY**  
受取人ID番号またはIBANコード  
BENEFICIARY'S A/C NO. or IBAN CODE

口座名義  
A/C NAME

住所  
ADDRESS

電話番号  
TEL

国名  
COUNTRY

**受取人取引銀行/ACCOUNT WITH**

銀行名  
BANK NAME

支店名  
BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所  
ADDRESS

国名  
COUNTRY

**経由銀行/INTERMEDIARY BANK** ※経由銀行情報は指定がある場合のみ必要な情報です。

銀行名/BANK NAME

支店名/BRANCH NAME

ABA No. BIC CODE SORT CODE  
SWIFT CODE, BIC等

コード名称/コード/ACCOUNT NAME/ CODE

住所/ADDRESS

国名/COUNTRY

4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

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

**Note!**  
Have the person intended as the subject of the work request submit the document required for the work request depending on the details of application category 1 beforehand (→ “Preparation before applying” on p. 76).

**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 [依頼申請] link and display the <<報酬・謝金申請>> screen.

**3** Create a new request application.  
▼ <<報酬・謝金申請>> screen

報酬・謝金申請

[作業開始前に申請してください]

代理申請を行う場合はチェック/Check here if you are applying by proxy.

<b>A</b>	代理申請者 所属 (学部) College, Department	[検索用] 1階席(スタンダード)
	代理申請者 氏名 Name	[検索用] 職員A
	代理申請者 メールアドレス E-mail	sdb-132@st.ritsumeikai.ac.jp

**1** Input a check here if you are applying by proxy.

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

**B**

ABC共通 経路1記入欄	申請日 Application date	2024/02/02
	教職員番号 ID No	9999999
	所属 (学部) College, Department	[検索用] 総合心理学部 (教員)
	職位 Position	准教授
	申請者 Name	[検索用] 職員A - 学部長A
	連絡電話番号 Contact Phone Number	TEL (携帯可)
	メールアドレス E-mail	sdb-128@st.ritsumeikai.ac.jp

**2** For a proxy application, change the name to that of the applicant.

**3** Input the applicant's [Contact Phone Number].

No.	Item	Details
<b>ABC共通 経路1記入欄:</b> Specify the required items related to the application.		
<b>B</b>	<b>Name</b>	Displays the name of the applicant. 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  and inputting key words in the displayed [ユーザの検索] field.
	<b>Contact Phone Number</b>	Input the contact phone number of the applicant.

Next page

4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

Cont.

**4** Select the corresponding fiscal year, then click the [BCM予算選択] button and select the budget to be used.

No.	Item	Details
<b>C</b>	<b>Fiscal Year</b>	Select the fiscal year of the project.
	<b>BCM budget code name Required</b>	Select the budget used from the [BCM予算選択] button. Displays information of the budget used.
	<b>If you wish to execute on multiple budgets</b>	If you want to use multiple budgets, indicate the detailed information of ① Budget name, ② Amount, and ③ Basis of burden.

**5** Specify the [Application Category], [Office Contact Person for Budget Management], and other items.

**Reference**

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

No.	Item	Details
<b>D</b>	<b>Application Category 1</b>	Select one of A to C below for Application Category 1. <ul style="list-style-type: none"> <li>● <b>A: 個人宛業務依頼 (成果物等)</b> : Select if the work requires submission of a deliverable such as translation or tape transcription.</li> <li>● <b>B: 講演、専門的な指導・助言等</b> (Lectures, professional guidance and advice, etc.)</li> <li>● <b>C: 被験者、アンケート・聞き取り調査等</b> (Experiment participants and questionnaire/interview investigation, etc.)</li> </ul>
	<b>Application Category 2 Required</b>	Depending on the specification of [Application Category 1], the following fixed values are selected. <ul style="list-style-type: none"> <li>● <b>For A:</b> [依頼開始前] (Before applying)</li> <li>● <b>For B and C:</b> [新規申請] (New application)</li> </ul>
	<b>Office Contact Person for Budget Management Required</b>	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.
	<b>Research Assistant</b>	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.

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4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance


Cont.

**E**  
Differs depending on the specification of [Application Category 1].

**6** Specify each [Application Category 1] individually.  
→ “4.2.1.3 Items specified by application category” on p. 80

**F**  
追加閲覧権  
Additional Viewing Rights  
この画面で閲覧権が必要な場合は設定してください。  
一覧/List 登録/Register

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

No.	Item	Details
<b>F</b>	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.	
	<b>Additional Viewing Rights</b>	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.

**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 request application.

▼ <<報酬・謝金申請>> screen



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

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

End

4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

4.2.1.3 Items specified by application category

The items in **E** for “4.2.1.2 Operation procedures” differ according to the item selected for [Application Category 1]. Specify as indicated below.

If [A : 個人宛業務依頼（成果物等）] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

No.	Item	Details
<b>E</b>	<b>A(事前)_依頼内容入力欄:</b> Specify the work details and conditions corresponding to the request application.	
	<b>Work Request Category</b>	Select the requested item from the pull-down menu.
	<b>Work Contents</b>	Input the details of the work performed.
	<b>Amount of Remuneration (Approximate estimate)</b>	Input an approximate estimate of the amount of honorarium/remuneration.
	<b>Basis for calculation of translation, review, and transcription</b>	Input the amount for calculation of translation, review, or transcription.
	<b>Reasons for setting unit price other than the base amount</b>	Input the reason for specifying the monetary amount if the amount of honorarium/remuneration exceeds the base amount or the requested work does not have a base amount.
	<b>Supplemental Materials</b>	Attach any requests to the worker, supplementary materials showing specifications, or similar materials if present. If sending a personalized work request to a foreign national with a residence card, be sure to attach the residence card.
	<b>Duration of Work (prospective)</b>	Select the scheduled start and end dates.
	<b>Attachment Files for Bank Account Information</b>	Attach information about the person pertaining to [個人宛業務依頼（成果物）] being requested in the form of that you received from the person being requested to perform the work.
	<b>Email Address of the Person receiving the request</b>	Input the e-mail address of the payee.

4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

If [B : 講演、専門的な指導・助言等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

No.	Item	Details
<b>E</b>	<b>B_依頼内容入力欄:</b> Specify the planning details and conditions corresponding to the request application.	
	<b>Event Title</b>	Input the planning details.
	<b>Event Contents</b>	Select the details from the pull-down menu. If you select “その他”, input the specific details in the [その他の場合] input field.
	<b>Amount of Honorarium</b>	Input the amount of the honorarium.
	<b>Applicable standard unit price for lectures, professional guidance and advice, etc.</b>	Select the applicable standard unit price for lectures, professional guidance and advice, and similar.
	<b>Reasons for setting unit price other than the base amount</b>	Input the reason for specifying the monetary amount if the amount of honorarium/remuneration exceeds the base amount or the requested work does not have a base amount.
	<b>BC_詳細内容入力欄:</b> Specify the details of the work corresponding to the request application.	
	<b>Supplemental Materials</b>	Attach materials that confirm the date, time, locations, and similar details of the lecture, or professional guidance and advice (such as event information, letter of request, and e-mails) if present.
	<b>Place of Implementation</b>	Select either [学内], [学外], or [学外（オンライン）], and enter the specific location by on or off campus.
	<b>Date and Time of Implementation</b>	Select the start and end times and dates of the lecture, or professional guidance or advice.



4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

The screenshot shows a web form with several sections:

- B\_旅費の要・不要選択 (Travel Expenses):** Radio buttons for '要' (Required) and '不要' (Not Required) for '旅費' (Travel Expenses) and '交通費' (Transportation Expenses).
- B\_支払先情報 (Attachment Files for Bank Account Information):** A file upload area with a note: '※講演、専門的な指導・助言等のテンプレートはこちら B-(日)、『報酬・謝金支払請求書(講演、専門的な指導・助言等)』送付業者情報.xlsx B-(英).Invoice for Compensation, Honorarium/Remuneration Payment (Lectures, Specialized Instruction or Advice, Etc.).xlsx'.
- 支払先メールアドレス (Email Address of the Person receiving the request):** A text input field with a note: '承認時に、メールが自動送信されます。' (When approved, an email will be automatically sent).
- 源泉徴収税の取り扱い (Handling of withholding tax):** Radio buttons for '謝金' (Honorarium) and '旅費' (Travel Expenses), each with sub-options for '税上乗せ' (Tax-inclusive), '税引き' (Tax-deductible), and '選択なし' (No selection).
- 支払方法 (Method of Payment):** Radio buttons for '銀行振込' (Bank transfer) with sub-options for '国内' (Domestic), '海外' (Overseas), and '給与口座' (Salary account), and '現金手渡し' (Cash payment).
- 備考欄 (Remarks column):** A text area for additional information.

5 Specify whether travel expenses are required.

6 Input the payee information.

No.	Item	Details
E	<b>B_旅費の要・不要選択:</b>	Specify whether travel expenses are required for the requested work.
	<b>Travel Expenses</b>	Select whether travel expenses are required for the following items. <ul style="list-style-type: none"> <li>● Daily allowance</li> <li>● Accommodation expenses</li> <li>● Transportation expenses</li> </ul>
	<b>B_支払内容に関する情報:</b>	Specify the details for payment to the person being requested.
	<b>Attachment Files for Bank Account Information</b>	Attach information pertaining to the person requested in the form of [Invoice for Compensation, Honorarium/Remuneration Payment (Lectures, Specialized Instruction or Advice, Etc.)] that was filled out by the person being requested.
	<b>Email Address of the Person receiving the request</b>	Input the e-mail address of the payee.
	<b>源泉徴収税の取り扱い (Handling of withholding tax)</b>	Specify one of the following: “税上乗せ（研究費から納税）”, “税引き去り（本人への支払額から納税）”, or “選択なし（給与合算）”. <ul style="list-style-type: none"> <li>● 謝金 (Honorariums/Remunerations)</li> <li>● 旅費 (Travel Expenses)</li> </ul>
	<b>Method of Payment</b>	Select one of the following payment methods. <ul style="list-style-type: none"> <li>● 銀行振込（国内） / Bank transfer (domestic)</li> <li>● 銀行振込（海外） / Bank transfer (overseas)</li> <li>● 銀行振込（給与口座） / Bank transfer (salary account)</li> <li>● 所属機関への銀行振込【請求書を別途提出必要】 / Bank transfer to the affiliated organization [Invoice must be submitted separately]</li> <li>● 現金手渡し【実施3週間前までに申請必要】 / Cash [Application must be made 3 weeks before event]</li> </ul>
	<b>Remarks column</b>	Input any remarks you want to indicate.

4. Personnel Costs and Honorariums/Remunerations -> 4.2 Work Based on Work Performance

If [C: 被験者、アンケート・聞き取り調査等] is selected for [Application Category 1]

▼ <<報酬・謝金申請>> screen

No.	Item	Details
<b>E</b>	<b>C_実施内容入力欄:</b> Specify the implemented activity and conditions corresponding to the request application.	
	<b>Implemented Contents Category</b>	Select the category of the implemented activity.
	<b>Approval of the Ethics Review Committee for Research</b>	From the below, select the Ethics Review Committee for research that has granted approval and the date of approval. <ul style="list-style-type: none"> <li>● 人対象委（人社会系）</li> <li>● 人医学委（自然科学系）</li> </ul>
	<b>Implemented Contents</b>	Input the name of the implemented activity.
	<b>Amount of Honorarium</b>	Input the details of the honorarium. For an honorarium, input the amount of the honorarium in either [現金] or [金券]. For a gift, input the name of the product.
	<b>[被験者、アンケート・聞き取り調査の基準単価]</b>	Select the standard unit price for experiment participants and questionnaire/interview investigation.
	<b>Reasons for setting unit price other than the base amount</b>	If you selected “単価基準を超える謝金額” for [被験者、アンケート・聞き取り調査の基準単価], input the reasons for setting the price.
	<b>BC_詳細内容入力欄:</b> Specify the details of the implemented activity corresponding to the request application.	
	<b>Supplemental Materials</b>	Attach materials to check the details of the activities performed (details of experiment using participants and questionnaire/interview survey respondents) if present (such as a notification of permission to commence research or a research plan). Attach materials that provide reasonable grounds for payment of liability relief for the participant for applications submitted to the Ethics Review Committee.
	<b>Place of Implementation</b>	Select either [学内], [学外], or [学外（オンライン）], and enter the specific location by on or off campus.
	<b>Date and Time of Implementation</b>	Select the start and end times and dates for the experiment participants, questionnaire/interview survey respondents, and similar.

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5 Specify whether transportation expenses are required.

6 Specify the payee information.

No.	Item	Details
E	C_交通費の要・不要選択:	Specify whether transportation expenses are required for the person being requested.
	Transportation Expenses	Select whether transportation expenses are required.
	C_支払内容に関する情報:	Specify the details for payment to the person being requested.
	Attachment Files for Bank Account Information	Attach the invoice for payment of compensation or honorarium/remuneration (for experiment participants, questionnaire/interview survey respondents filled in by the person being requested).
	Email Address of the Person receiving the request	Input the e-mail address of the payee.
	Method of Payment	Select one of the following payment methods if paying in cash. <ul style="list-style-type: none"> <li>● 銀行振込（本人名義） / Bank transfer (to one's own account)</li> <li>● 現金手渡し 実施3週間前までに申請必要 / Cash - Application must be made 3 weeks before event</li> </ul>

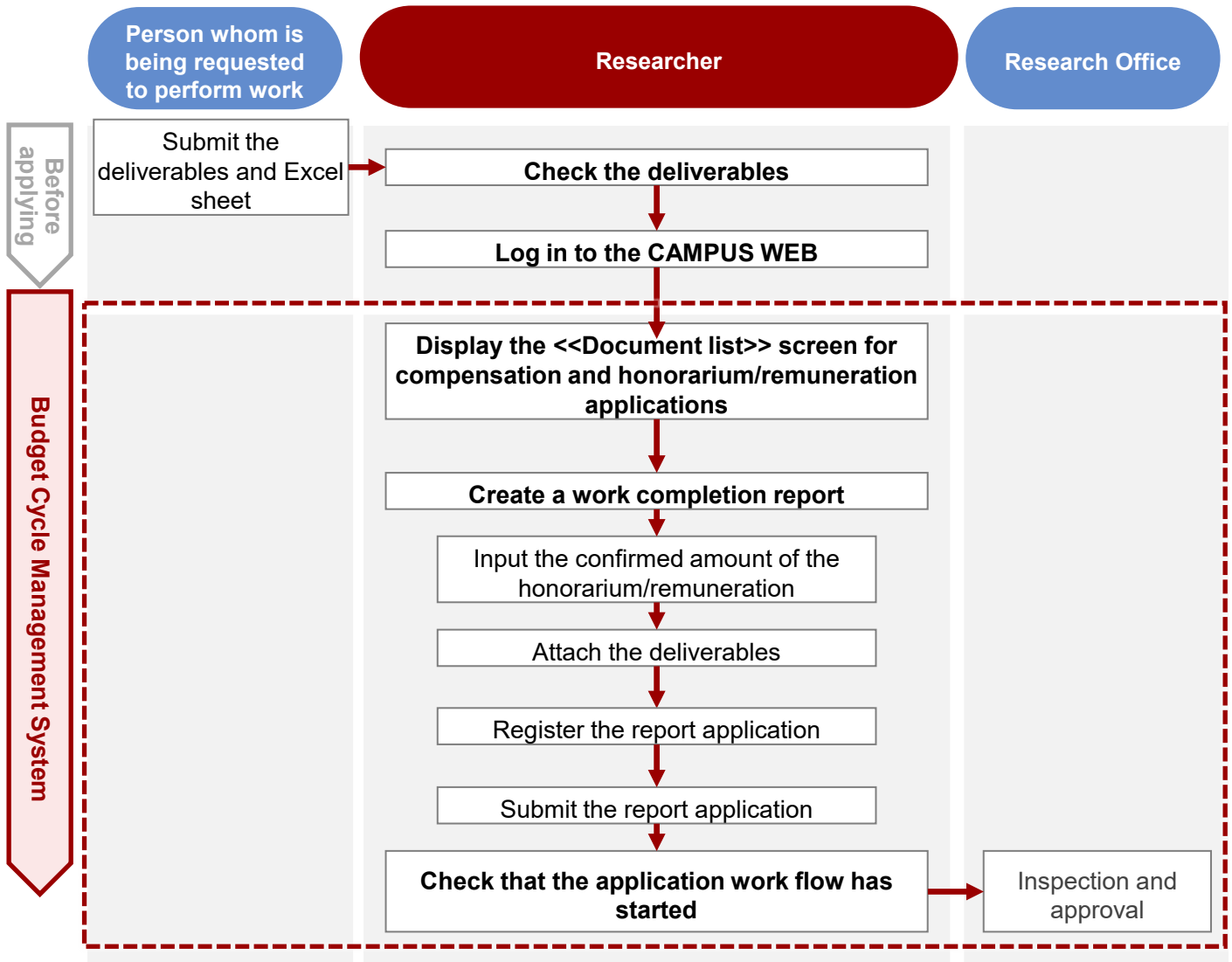
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## 4.2.2 Work completion (Work performance acceptance inspection)

If [A : 個人宛業務依頼（成果物等）] is selected for [Application Category 1], submit a work completion report based on the work performance.

### 4.2.2.1 Flow of operations

The flow of operations for a work completion report is as shown below.



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4.2.2.2 Operation procedures

From the Faculty & Staff Portal System, log in to the CAMPUS WEB, and apply from the [業務完了（作業実績検収）] link of the <<研究費操作メニュー・研究費一覧>> screen.

Note!

- Not required if [Application Category 1] is [B: 講演、専門的な指導・助言等] or [C: 被験者、アンケート・聞き取り調査等].
- Check beforehand that the deliverables are satisfactory.

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 [業務完了（作業実績検収）] link and display the <<Document list>> screen for compensation and honorarium/remuneration applications.

3 Display the <<報酬・謝金申請>> screen.

▼ <<Document list>> screen for compensation and honorarium/remuneration applications



1 Click the [報告待ち (A)] tab.

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

4 Create a work completion report.

▼ <<報酬・謝金申請>> screen



1 Click the [Edit] button.

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Cont

**2** Input the confirmed amount of the honorarium/remuneration based on work performance and attach the deliverables.

**3** 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
A	A(完了)_謝金確定・成果物提出	Confirm the honorarium/remuneration and submit the deliverables.
	Amount of Reward (Confirmed)	Input the confirmed amount of the honorarium/remuneration.
	Remarks column	Input if there has been a change from that first established.
	Attachment Files for Deliverables Required	Attach the deliverables.

Reference

This section only describes details of the <<報酬・謝金申請>> screen that are related to work completion. For other items, refer to "If [A : 個人宛業務依頼 (成果物等)] is selected for [Application Category 1]" on p. 80.

**5** Submit the work completion report.

▼ <<報酬・謝金申請>> screen

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

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

End

# - MEMO -