**Breakdown of Conference Liaison Expenses**

Notes:

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

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

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

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

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

 or Advanced Research Programs at Ritsumeikan University.

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

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

|  |
| --- |
|  |

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

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

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

Check (☑) the applicable category.

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

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

Division of Research Form 5-1, April 2025 Version