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

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

Note:

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

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

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

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

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

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

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

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

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

**[Conference details]** \*2 If the conference will be held at a facility that is not a part of the University, enter the reason for its selection. (If using a facility of the University, entry is not required.)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date/Time Held |  | MM |  | DD |  | YYYY | [ |  | : |  | to |  | : |  | ] |  |
| Venue Name |  |
| Reason for Selecting Venue\*2 |  |
| Purpose, Agenda of Conference |  |
| Participants[Participant list (form optional) can also be attached.] | [Ritsumeikan employees] Affiliation/Position | Name | [External participants]Affiliation/Position | Name |
|  |  |  |  |
| (Total) |  | persons | (Total) |  | persons |
| Expenses\*3 |  | yen | ( yen/person) |

\*3 Applications involving the serving of alcoholic beverages or food and beverages containing alcoholic beverages must be submitted to each research office at least two weeks prior to the scheduled date of the event.

Check (☑) the applicable category.

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

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

Division of Research Form 5-2, April 2025 Version