

1. Financial Support

Travel funding for invitations will be provided in accordance with these Guidelines for Recipients unless stipulated otherwise by relevant rules and regulations.

In accordance with Tokyo Tech rules and regulations, terms used in these Guidelines for Recipients are defined as follows:

- ① “Travel expenses” include airfare, rail fare, bus fare, per diem, funds for accommodations and miscellaneous expenses.
- ② “Allowance” refers to per diem and funds for accommodations described in ①.

Additional terms used hereinafter are defined as follows:

- ③ “Invitee” refers to a researcher from abroad who is hosted by a Tokyo Tech faculty member under the support of this program.
- ④ “Recipient” refers to the Tokyo Tech faculty member who is hosting the invitee under the support of this program.

1) Airfare

① Support Requirements

The following conditions must be met to qualify for support for roundtrip airfare:

- i. The invitee arrives at the destination on the day of or on the day preceding the start of the research activities.
- ii. The invitee departs on the day of or on the day following the end of the research activities.

② Procedures after Acceptance

In principle, the administrating division will book and issue tickets through a contracted travel agency, JTB Tokyo Tech Service Desk. The recipient or the invitee must complete and submit the appropriate forms (Travel Itinerary and Flight Arrangement Request Form) by the submission deadline. Air tickets will be arranged choosing the most reasonable airfare and itinerary available at the time of submission.

If the forms for arranging flights are not submitted by the deadline, an upper limit on airfare will be set according to the most reasonable airfare and itinerary available on the day of the submission deadline. If the purchase amount after the deadline is higher than the upper limit set, the recipient must choose one of the methods below to cover the difference:

- i. Reduction of allowance (per diem and funds for accommodations)
- ii. Use of other funds (institutional operating expense funds or donations for education and research with no restrictions on use, etc., but excluding personal expense)

As a general rule, flight tickets should be regular trade discount economy class (premium economy class excluded). However, specific requests will be considered if stated with the reason in the application.

2) Travel Expenses during the Invitation Period

① Travel Expenses in Japan

Fare for rail and other public transportation within the same city is included in per diem. Travel between different cities is only covered for transit between Tokyo Tech campuses (Ookayama, Suzukakedai, and Tamachi). When the invitee conducts activities at other institutions approved through the application, recipients must bear non-covered travel expenses using other funds (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense).

② Travel Expenses between Different Cities Abroad

Airfare and public transportation for travel between cities abroad en route from the invitee's place of residence or institution to Tokyo Tech will be covered within the limitations set forth by Tokyo Tech rules and regulations. Recipients are required to provide a Travel Itinerary and submit receipts and other documentation as designated by the administrating division for reimbursement.

3) Allowance (Per Diem and Funds for Accommodations)

① Period of Support

Allowance will be provided for business days, excluding travel days, days when participating in activities beyond the scope of the supported joint research, and days for personal business. For Saturdays, Sundays, and holidays during the invitation period without research activities, allowance will only be provided if research activities will be performed on the following business day.

If the Invitation period for joint research is within 2 weeks, allowance will not be paid during the following periods when Tokyo Tech is closed:

- i. New Year's holiday (December 29, 2020 to January 3, 2021)
- ii. Summer holiday (August 13 to August 14, 2020)
- iii. Entrance examination days (February 25 to February 26, 2021)
(Excluding Suzukakedai Campus)

However, allowance may be provided on entrance examination days if the recipient can demonstrate that he or she is exempt from duties related to entrance examinations and can secure campus entry permission for the invitee during those days.

② Per Diem on the Day of Travel

Per diem on the day of travel will be paid in accordance with Tokyo Tech rules and regulations.

③ Allowance per Night

- i. Accommodations outside Tokyo Tech
Invitees will be provided an allowance of JPY 19,000 per night. If the invitee changes to accommodations outside Tokyo Tech after booking accommodations at Tokyo Tech, allowance will be provided in accordance with the following rule (ii).
- ii. Accommodations at Tokyo Tech
In accordance with Tokyo Tech rules and regulations, allowance will be reduced as shown in the following chart.
- iii. Accommodations with No Charge
In accordance with Tokyo Tech rules and regulations, funds for lodging will be excluded from the allowance.

(Allowance per Night)

Accommodations outside Tokyo Tech (excluding lodging with no charge)	JPY 19,000
Accommodations at Tokyo Tech	Up to 31 days: JPY 12,850 From the 32nd day to the 61st day: JPY 11,565 From the 62nd day and beyond: JPY 10,280

4) Withholding Tax on Allowance

Allowance may be deducted 20.42% of withholding tax in case there is any provision of personal services.

5) Visa Application Expenses

Expenses for visa applications (excluding indirect expenses such as translation fees) will be covered upon prior request submitted with the Flight Arrangement Request Form. The recipient must submit copies of receipts to the administrating division 4 weeks prior to the travel. After arrival at Tokyo Tech, the invitee must then submit the original receipts.

6) Manner of Payment

The recipient will first receive the allowance on behalf of the invitee. Upon arrival at Tokyo Tech, the invitee will then receive the allowance from the recipient.

7) Combined Use with Other Funds

Institutional operating expense funds or donation for education and research with no restrictions on use can be used to combine with this program's financial support. Combined use with competitive research funds such as KAKENHI is only allowed in case the purpose of the outbound trip leaving Japan differs from that of the inbound trip to Japan. In any case, contact the administrating division in prior for the combined use with other funds since adjustments of the travel support is necessary.

2. Support for Visa Applications

Inform the administrating division if the invitee requires a certificate of financial support to apply for a visa.

3. Participation in Activities beyond the Scope of the Supported Joint Research or at Other Institutions during the Invitation Period

In principle, the invitee must use the invitation period to focus on activities relevant to the supported joint research. Participation in activities beyond the scope of the supported joint research or at other institutions during the invitation period will be treated as follows:

1) Activities conducted on Tokyo Tech campuses (excluding ANNEX special entry)

Within Scope of Supported Joint Research	Location and Type of Activity	Prior Approval	Conditions for Approval	Allowance	Air/Rail Fare
No	Lecture conducted on Tokyo Tech campus	Required	All of the below must be fulfilled: - The total time of activities beyond the scope of the supported joint research does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is	NOT Covered	

			7 or more days and less than or equal to 3 months (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).		
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2) Activities conducted off Tokyo Tech campuses

Within scope of supported joint research	Location and Type of Activity	Prior Approval	Conditions for Approval	Allowance	Air/Rail Fare
Yes	Meeting, etc. at other institution regarding supported joint research (accompanied by applicant)	Required	All of the below must be fulfilled: - The total time of activities at other institutions does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is 7 or more days and less than or equal to 3 months (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).	Covered	NOT Covered
No	- Lecture conducted off Tokyo Tech campus - Attending a conference - Other activities unrelated to supported joint research	Required	All of the below must be fulfilled: - The total time of activities beyond the scope of the supported joint research does not exceed 20% of the entire invitation period. - The invitee's period of stay in Japan is 7 or more days and less than or equal to 3 months (including arrival and departure days but excluding the period for activities beyond the scope of the supported joint research).	NOT Covered	NOT Covered

4. For Invitation Periods Extending beyond March 20, 2021

If the invitation period extends beyond March 20, 2021, the outbound trip, allowance up to March 19, 2021, and other travel expenses will be covered. For dates on and after March 20, 2021, allowance and the return trip must be covered by other funding sources (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense). If other funding is not secured for those dates, the invitation will be cancelled.

5. Travel Expenses Incurred before the Period of Support

Travel expenses incurred before the period of support of the FY2020 must be borne by the recipient using other funds (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense). Expenses incurred for periods after budget authorization will be covered. Recipients must pay expenses in advance and will be reimbursed.

6. Changes after Selection

1) Changes to the Length of the Invitation Period

The following changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure:

- i. For invitation periods of 13 days or less, extending or shortening the period by no more than 3 days
- ii. For invitation periods of 14 days or longer, extending or shortening the period by no more than 20% of the original length (rounded up to the nearest day) or 30 days, whichever is less

Changes beyond the ranges described above will be evaluated based on submitted Change Request Forms and reexamination.

2) Changes to the Start Date of the Invitation Period

Changes will be accepted if the administrating division is notified by email or in writing at least 2 months before the date of departure.

3) Additions, Cancellations, and Schedule Changes for Activities at Other Institutions

Notify the administrating division in advance by email or in writing. Changes may require submission of a Change Request Form or statement of reason.

Adding activities at other institutions without advance notice to or permission from the administrating division creates the potential for receipt of redundant allowances. Receiving redundant allowances from separate funding sources is a misuse of funds, even if the funds are not misappropriated for personal use. Therefore, please notify the administrating division of schedule changes promptly within the periods specified above.

4) Other Changes

For other major changes as well as changes after the deadlines described above, contact the administrating division in advance.

Changes beyond the scope of the objectives stated in the application will not be accepted. Any cancellation fees incurred must be borne by the recipient using other funds (institutional operating expense funds, donations for education and research with no restrictions on use, funds from the other party, etc., but excluding personal expense).

7. Reports and Publications

Recipients will be required to submit a report to the administrating division within 1 month after completion of the invitation period. Publications resulting from the supported joint research by the recipient and the invitee should also be sent (electronic files accepted) to the administrating division.

[Contact / Submission]

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