Guideline for expensed for general joint research and research meetings

※Please check the NEKKEN website every time for the latest version.

The Institute of Tropical Medicine, Nagasaki University (NEKKEN) bears, within the budget, expenses (business trip, purchase of supplies, etc.) necessary for this joint research based on Nagasaki University regulations.

1. Business Trip

NOTE: The procedure of business travel from overseas is different. Please refer to section3.

① Joint research representatives are requested to coordinate their business trip schedules with corresponding staff at NEKKEN, and determine their itineraries accordingly.

② Business travelers are requested to prepare "Joint research business trip notification (Form 1)".

③ Business travelers must obtain approval from his/her primary department for a joint research-business trip. If approval is given, they must obtain the seal/signature of his/her primary department on the Approval column of the Joint research business trip notification. If a separate business trip request is necessary in accordance with your institution's administrative procedures; please notify the inquiry to the corresponding staff at NEKKEN.

④ Business trip travelers must submit “Joint research business trip notification” to the corresponding staff at NEKKEN no later than 2 weeks prior to the date of trip. (If the deadline is not met, send us by PDF first and follow by paper documents.)

⑤ For business trips other than those to NEKKEN, please submit a "Business trip confirmation form (Form 2)" promptly after completion of the travel.

*****Payment*****

Business travelers must complete expense payment procedures via the corresponding staff at NEKKEN.

Please submit **receipts, boarding passes and accommodation certificates (where applicable)** as sufficient proof of air travel expenses paid.

The documents should include information for A-D below (A-E for “Package”).

A) Name of the payer (the name of the traveler him/herself)

B) Amount on the receipt

C) Name of airline, flight number, date and time of flight, seating class (where applicable)

D) Name of the accommodation (hotel name)

E) Breakdown of receipt for items other than airline and overnight expenses (in the case of package tour; name of package, breakfast inclusive/non-inclusive, number of days

of stay, etc.)

*Other documents to be submitted

"Bank registration and revision form (Form 3)"

Only if it's the first-time or if there are any changes from the pre-registered content.

"Curriculum Vitae" (Form 4)"

New applicants and persons who work at non-national institutions will be asked to make submissions. If necessary, we will notify.

Joint research business trip expenses are transferred to the visitor's registered account.

2. Purchase of supplies

- **Supplies are limited to consumable supplies only**. Consumable supplies are items with unit price of less than 100,000 yen, such as chemical or reagents that are consumed within approximately one year.
  - Reprinting and publication (submission) fee are also permitted as long as they clearly state that research was supported by the joint research (limited to one's published within the fiscal year.)
  - Equipment (office desk, chair, bookshelf and etc.,) and general office equipment (personal computer, printer, camera) cannot be purchased.
- Purchases of supplies are in principle conducted through the corresponding staff at NEKKEN. If you need to purchase consumables at joint researchers' affiliation for unavoidable reason, please consult corresponding staff at NEKKEN. Regarding invoice shipment, please pay at your own expense. Contacting the Institution in advance is mandatory.

3. Business Trip from Overseas

① Business travelers are requested to prepare and submit "Joint research business trip notification (Form 1)" 3 weeks prior to the travel. Please enclose invitation letter.

② Please purchase your airline ticket, and send copies of airline ticket receipts (overseas and domestic travel) along with travel itinerary to the corresponding staff at NEKKEN.

③ We will calculate your travel expenses and it will be paid in cash during your stay at the Institute.

④ On your arrival at Nagasaki University, please submit a copy of your passport (face photo page and immigration stamp page), and the original copies of your airline ticket receipt and boarding passes. (inbound: original, outbound: PDF)

*TAX Treaty may be applicable. Please consult in advance.

All forms necessary for business trip can be down loaded from the Institute of Tropical Medicine's

website. (ONLY Japanese) http://www.tm.nagasaki-u.ac.jp/nekken/joint/forms.html

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