

National University Corporation Nagoya Institute of Technology
Regulations on Travel

Established on December 28, 2006

(Purpose)

Article 1 These regulations provide for necessary matters concerning travel by directors and staffs (hereinafter “staffs, etc.”), students, and other persons (hereinafter “persons other than staffs, etc.”) with the aim of ensuring the smooth implementation of the business activities of the National University Corporation Nagoya Institute of Technology (hereinafter “the Corporation”).

(Categories of Travelers)

Article 2 Categories of staffs, etc. and persons other than staffs, etc. (hereinafter “travelers”) are shown in APPENDIX 1.

(Categories of Travel)

Article 3 Categories of travel discussed in these regulations are as follows.

- (1) Domestic travel: Travel in Japan
- (2) Overseas travel: Travel between Japan and foreign countries and travel inside foreign countries
- (3) Travel associated with transfer: Trips that staffs, etc. who have been appointed to new posts or newly hired make from their present addresses or places of residence to their new places of employment for relocation associated with such appointment or hiring, or trips that staffs, etc. ordered to be loaned to the Corporation make from their current places of employment to the Corporation for relocation associated with such loan. In these cases, staffs, etc. shall include their dependent family members.

(Travel Order, etc.)

Article 4 A travel order, travel approval, travel requirement or travel request (hereinafter “Travel order, etc.”) issued to travelers shall be given by the President.

2. The definitions of Travel Order, etc. shall be as follows.

- (1) Travel order: Ordering staffs, etc. to go on a business trip
- (2) Travel approval: Giving approval to the application for a trip for education and research submitted by a faculty member at the Institute
- (3) Travel requirement: Requiring the transfer specified in Item 3 of the preceding article
- (4) Travel request: Requesting persons other than staffs, etc. to make a trip to fulfill the Institute’s duties

3. Travel order, etc. and a payment request for travel expenses shall be issued in accordance with the Travel book provided for separately from these regulations.

(Delegation)

Article 5 The President may delegate his authority to issue Travel order, etc. as shown in APPENDIX 2.

(Travel That Does Not Accord with Travel Order, etc.)

Article 6 In cases where it is impossible to travel in accordance with Travel order, etc. due to natural disaster or other unavoidable circumstances, travelers shall inform the situation to and gain approval from the President or the person to whom the power of the President has been delegated under the provisions of the preceding article. However, if there is no time to take the above steps before the trip,

describe the situation on the Travel book and make a report immediately after the trip.

(Travel Request to Students)

Article 7 In the following cases, a travel request may be made to students.

- (1) Cases in which students travel for implementing the Institute's administrative matters or business activities
 - (2) Cases in which students travel as research cooperators for research and investigation conducted by faculty members
 - (3) Cases in which students make trips to further their studies, financed by the Nagoya Institute of Technology Fund
2. When requesting students to travel, those who make such a request shall make sure that safety measures at the travel destination, measures against accidents and disasters, and other necessary steps are taken.

(Other Rules to be Applied Mutatis Mutandis)

Article 8 The Act on Travel Expenses of National Public Officers, etc. (Act No. 114 of 1950) shall be applied mutatis mutandis to other necessary matters concerning travel other than those specified in these regulations.

(Miscellaneous Provisions)

Article 9 Calculation of expenses necessary for the travel specified in these regulations and other necessary matters shall be provided for separately from these regulations.

Supplementary Provisions

1. These regulations shall come into force on January 1, 2007.
2. The travel approval specified in Article 4, Paragraph 2, Item 2 shall be regarded as a business trip order specified in Article 43 of the National University Corporation Nagoya Institute of Technology Work Regulations for Employees (established on April 1, 2004).

Supplementary Provision

These regulations shall come into force on April 1, 2007.

Supplementary Provision

These regulations shall come into force on September 24, 2008.

Supplementary Provision

These regulations shall come into force on May 1, 2009.

Supplementary Provision

These regulations shall come into force on August 1, 2009.

Supplementary Provision

These regulations shall come into force on September 1, 2009.

Supplementary Provision

These regulations shall come into force on April 1, 2010.

Supplementary Provision

These regulations shall come into force on April 1, 2011.

Supplementary Provision (July 26, 2012. Regulation No. 7)

These regulations shall come into force on August 1, 2012.

Supplementary Provision (March 19, 2013. Regulation No. 20)

- 1 These regulations shall come into force on April 1, 2013.
- 2 With regard to travel that commences before the effective date of these Regulations, the provisions then in force shall remain applicable, regardless of the provisions after the amendment of these Regulations.

Supplementary Provision (November 26, 2014. Regulation No. 17)

These regulations shall come into force on December 1, 2014.

Supplementary Provision (April 24, 2019. Regulation No. 4)

These regulations shall come into force on April 24, 2019 and shall become applicable on April 1, 2019.

APPENDIX 1 (See Article 2)

1. Categories of Staffs, etc.

Category	Staffs, etc.
Director	The President, Executive Directors, and auditors of the Institute
Staff	Staff of the Institute

2. Categories of Persons Other Than Staffs, etc.

Category	Persons Other Than Staffs, etc.
Director	<p>(1) Those in office as directors of national university corporations</p> <p>(2) Those in office as members of Administrative Council other similar councils of national university corporations</p> <p>(3) Those in office as directors of independent administrative corporations</p> <p>(4) Those in office as heads of art and other museums, research institutes, and other internal organizations, as well as similar organizations set up by independent administrative corporations</p> <p>(5) Those in office as members of councils, etc. set up to deliberate on management and administration of independent administrative corporations</p> <p>(6) Those in office as state ministers and Diet members</p> <p>(7) Those in office as heads of local public authorities</p> <p>(8) Those in office as presidents of universities set up by local public authorities</p> <p>(9) Those to whom the Salary Scale for those in Designated Positions specified in the Act on Remuneration of Officials in the Regular Service (Act No. 95 of 1950) is applied</p> <p>(10) Those in office as members of councils set up under a law or ordinance or those fulfilling similar functions</p>
Staff	All persons other than those specified in the above or below categories
Student	Students of the Institute and other universities

APPENDIX 2 (See Article 5)

Delegation of Power to Issue Travel Order, etc.

Traveler Category		Persons Issuing Travel Order to Those Listed on the Left
Staff of the University	Faculty members, researchers, etc.	College Director(s) etc.
	Deputy Director-General	Director-General
	Staffs belonging to Audit Office, Safety Management Office and Alumni Office	Director-General
	Staffs belonging to the divisions of the Administration Bureau	Deputy Director-General
	Staff belonging to the Department of Technical Support (excluding the Managing Director of the Department of Technical Support)	Managing Director of the Department of Technical Support
	Special Researcher of Japan Society for the Promotion of Science (JSPS)	Head of Department his/her supervisors belong to
Students of the Institute		Head of Department that need to request students to travel
Persons other than those in the above categories		Head of Department that need to request persons to travel