

National University Corporation Nagoya Institute of Technology
Guidelines for Travel Expenses

Established on December 28, 2006

(Purpose)

Article 1 These Guidelines provide for necessary matters concerning the calculation and payment of travel expenses in accordance with provisions in Article 9 of the National University Corporation Nagoya Institute of Technology Regulations on Travel (established on December 28, 2006, and hereinafter referred to as the “Regulations”).

(Definition)

Article 2 Definitions in the Act on Travel Expenses of National Public Officers, etc. (Act No. 114 of 1950) shall apply to the terms concerning travel expenses used in these Guidelines.

(Calculation of Travel Expenses)

Article 3 Travel expenses shall be calculated based on economical traveling methods using normal routes and time-efficient means. However, in cases of natural disasters or other unavoidable circumstances, travel expenses may be calculated based on the route and method of the actual travel.

(Types of Travel Expenses)

Article 4 Types of travel expenses shall include railway fare, boat fare, airfare, car fare (hereinafter, “transportation expenses”), daily allowance, accommodation fee, relocation travel expenses, arrival allowance, dependent family relocation travel expenses, and miscellaneous travel expenses.

(Railway Fare)

Article 5 In calculating railway fares for domestic travel, Tsurumai Station shall be used as the departure point for directors, staffs, and students belonging to the Gokiso Campus; and Tajimi Station shall be used as the departure point for staffs and students belonging to the Tajimi Campus. Railway fares shall be equal to the fares for train rides from these departure points. However, in cases specified in any of the following items, the amount specified in each relevant item may be added to basic fares.

- (1) One-way travel distance of 50 km or longer: Express charge
- (2) One-way travel distance of 100 km or longer: Express charge and seat reservation charge
- (3) Travel involving use of a shinkansen train or limited express train with one-way travel distance of 100 km or longer: Reserved seat express fare

- (4) Travel in which a director travels 300 km or a longer distance one way on a shinkansen train: Green car reserved seat express fare
 - (5) Travels in which a director travels 100 km or a longer distance one way on a limited express train: Green car reserved seat express fare
 - (6) Cases to which one of the following applies: Reserved seat express fare for a shinkansen train or limited express train
 - a) Cases in which use of a shinkansen train or limited express train makes it unnecessary to stay in the destination of a business trip assignment before or after the day on which the actual business assignment is carried out
 - b) Cases involving such urgent situations as the securing of credits
2. In calculating railway fares for overseas travel, the station nearest to the airport or port shall be used as the departure point and the station nearest to the destination shall be used as the arrival point. Railway fares shall be equal to the fares specified in each of the following items.
- (1) If there are two or more fare classes, the following fares shall be paid.
 - a) Fares for the highest class for directors
 - b) Fares for the second highest class for staffs and students
 - (2) In cases where there is no fare classification, fares necessary for riding the train
3. In addition to the provisions in the preceding two paragraphs, in cases where special fees become necessary for business reasons, the amount of the actual expenses paid may be added to the railway fares on the request of the traveler.

(Boat Fare)

Article 6 Boat fares shall be the amount specified in each of the following items.

- (1) If there are two or more fare classes, the following fares shall be paid.
 - a) Fares for the highest class for directors
 - b) Fares for the second highest class for staffs and students
- (2) In cases where there is no fare classification, fares necessary for riding the boat
- (3) In cases where a director uses a cabin that requires a special fee for business reasons, the actual amount paid for the use of the cabin

(Airfare)

Article 7 Airfares shall be the amount specified in each of the following items.

- (1) If there are three or more fare classes, the following fares shall be paid.
 - a) As a general rule, fares for the second highest class for directors
 - b) Fares for the lowest class for staffs and students
- (2) If there are two fare classes, the following fares shall be paid.
 - a) Fare for the higher class for directors
 - b) Fares for the lower class for staffs and students
- (3) In cases where there is no fare classification, fares necessary for flying on the plane

2. In cases involving long hours of air travel, fares for one class higher than the classes specified in the preceding paragraph may be paid.

(Car fare)

Article 8 As a general rule, fares for bus, taxi, etc., shall be the actual amount paid.

(Daily Allowance and Accommodation Fee)

Article 9 The amounts of daily allowance and accommodation fee shall be as shown in APPENDIX 1.

2. As a general rule, in cases where the travel distance is less than 100 km, the amount of daily allowance shall be half the amount specified in the preceding paragraph. However, the provisions in the preceding paragraph shall apply to the cases in which overnight stays are necessary due to natural disasters or other unavoidable circumstances.

(Calculation of the Number of Days of Travel)

Article 10 As a general rule, the number of days of domestic travel shall be the number of days on which there is a business trip assignment.

2. Notwithstanding the provisions of the preceding paragraph, subject to the request from the traveler, the day before departure from the traveler's place of employment may be added in cases where the traveler cannot arrive at the destination before the start time of the business trip assignment of that day even if he or she departs his or her place of employment by 8:00 a.m. In the same way, subject to a request from the traveler, the day after the end of the business trip assignment may be added in cases where the traveler cannot return to his or her place of employment by 9:00 p.m. of the day on which he or she completes such business trip assignment.

(Classification of Travel Areas)

Article 11 Classification of areas based on which daily allowances and accommodation fees for overseas business travel are calculated shall be as shown in APPENDIX 2.

2. In cases where the traveler travels in areas of different classifications in one day, the daily allowance shall be calculated based on the area classification for which the greatest amount of daily allowance is specified.

(Relocation Travel Expenses)

Article 12 Relocation travel expenses accruing from transfer shall be paid in accordance with the travel distance from the former place of employment (or former address for those who have no former place of employment) to the new place of employment (calculated based on the distance of a train ride) as shown in APPENDIX 3.

(Arrival Allowance)

Article 13 Arrival allowance shall be paid in cases involving change of address as a result of transfer.

2. The amount of arrival allowance shall be a daily allowance for two days and an accommodation fee for one night.
3. Notwithstanding the provisions of the preceding paragraph, if the traveler cannot move into his or her new place of residence before the ordered date of transfer, the actual accommodation fee he or she has paid before moving into his or her new place of residence shall be paid, provided, however, that the maximum amount to be paid per night shall be ¥10,000.

(Dependent Family Relocation Travel Expenses)

Article 14 Travel expenses of dependent family members arising from the transfer of a staff, etc. shall be as specified in APPENDIX 4.

(Miscellaneous Travel Expenses)

Article 15 As miscellaneous expenses for overseas travel, the actual amounts of the traveler's preventive immunization fee, passport issuance and visa fees, entry and exit taxes, airport facility fee, and other miscellaneous fees necessary for travels shall be paid.

(Payment of Cancellation Fees)

Article 16 If a person who has received a travel order (hereinafter "expected traveler") cannot travel as initially planned due to a change or cancellation of the travel order or other special circumstances before departing for the planned travel, and in which case if the transportation expenses, accommodation fees, and other expenses already paid are not refundable, the amount already paid shall be paid as travel expenses on the request of the expected traveler. In such cases, however, transportation expenses and accommodation fees shall not exceed the respective amounts planned to be paid.

(Long-stay Travel Expenses)

Article 17 Daily allowances and accommodation fees for the traveler who stays in the same area shall be reduced by 10% of the specified amount for the number of days in excess of 30 days, and by 20% of the specified amount for the number of days in excess of 60 days, where the number of days are calculated from the day immediately after the date of arrival.

2. In the cases of the preceding paragraph, the number of days of temporary travel to other areas shall be subtracted from the number of days stayed in the same area specified in the preceding paragraph.

(Settlement of Travel Expenses)

Article 18 The traveler shall submit to the Payment Office the Settlement Request Form, which is

designated separately from these Guidelines, promptly after completion of travel.

2. If the traveler requests the settlement of excess or deficiency in travel expenses already paid by means of the Settlement Request Form mentioned in the preceding paragraph, the traveler shall submit documents showing the reasons for such excess or deficiency.
3. If there is any overpayment as a result of the settlement in accordance with the provisions in the preceding paragraph, the Payment Office shall have the traveler repay the overpaid amount without delay. Conversely, if there is any deficiency in the travel expenses already paid, the Payment Office shall promptly pay the balance to the traveler.

(Long-term Travel Expenses)

Article 19 In cases of domestic travel involving five or more days of stay where accommodation facilities and fees are specified regardless of the will of the traveler, the actual accommodation fees shall be paid.

(Travel Expenses within the Area in Which the Place of Employment is Located)

Article 20 For staffs, etc. belonging to the Gokiso Campus, travel expenses within Nagoya City (excluding cases in which one-way travel distances are 8 km or longer) shall not be paid. For staffs, etc. belonging to the Tajimi Campus, travel expenses within Tajimi City shall not be paid.

(Travel Expenses within the Same Area outside the Area in Which the Place of Employment is Located)

Article 21 For travels within the same area outside the area in which the place of employment is located, railway fares, boat fares, car fares, relocation travel expenses, arrival allowance, and dependent family relocation travel expenses shall not be paid.

(Travel Expenses for Accompanying Persons)

Article 22 Provisions concerning the travel expenses of directors in Article 5 through Article 7 may apply to the travel expenses of a person ordered to accompany the President.

(Travel Expenses for Students)

Article 23 In cases where Nagoya Institute of Technology's students are requested to travel, their travel expenses shall be paid in accordance with APPENDIX 5.

(Travel Expenses of Bereaved Family)

Article 24 If the traveler passes away during travel, the bereaved family shall be paid the travel expenses needed for a round trip between the traveler's place of death and the place of residence or the travel expenses calculated in accordance with the traveler's transfer for the previous duty (travel expenses based on the traveler's duty immediately before his or her death).

(Calculation of Travel Expenses in Which Transportation Expenses Include Accommodation Fee)

Article 25 Travel expenses in which transportation expenses include an accommodation fee shall be paid in accordance with APPENDIX 6.

(Adjustment to Travel Expenses)

Article 26 Daily allowances and accommodation fees may be reduced subject to a request from the traveler. In cases of travels based on travel approval, not only daily allowances and accommodation fees, but also any other travel expenses may be reduced subject to a request from the traveler.

2. In cases where travel expenses are paid in accordance with these Guidelines or other rules concerning travel expenses and it deems to pay travel expenses unreasonably exceeding the actual amount of travel expenses or travel expenses that do not usually have to be paid, due to the special circumstances or nature of the travel, the part of the travel expenses in excess of the actual travel expenses or the part of the travel expenses of which payment is not usually necessary may not be paid.
3. In cases where it is difficult to travel on the travel expenses specified in these Guidelines or other rules concerning travel expenses due to the special circumstances or nature of the travel, a person authorized to issue a travel order under the provisions of Article 5 of the Regulations and the Associate Management Director of the Administration Bureau (a person in charge of administration) may consult with each other, determine the amount of travel expenses, and pay such amount.

(Travel Expenses Statement)

Article 27 Calculation of travel expenses shall be performed using the Travel Expenses Statement, which is designated separately from these Guidelines.

(Miscellaneous Provisions)

Article 28 Other necessary matters concerning travel expenses than those specified herein shall be provided for separately from these Guidelines.

Supplementary Provisions

1. These Guidelines shall come into force on January 1, 2007
2. Notwithstanding the provisions in Article 9 Paragraph 1, the amounts of daily allowances and accommodation fees for travel departing in the period from the effective date of these Guidelines to March 31, 2007, shall be the amounts calculated in accordance with the provisions of Article 2 and Article 3 of the former National Corporation Nagoya Institute of Technology Regulations on Payment of Travel Expenses.

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

These Guidelines shall come into force on April 1, 2014.

APPENDIX 1 (Concerning Article 9)

1. Domestic Travel Daily Allowances and Accommodation Fees

Category	Daily Allowance (per day)	Accommodation Fee (per night)
Director	¥3,000	¥14,000
Staff	¥2,600	¥12,400
Student	¥1,700	¥8,200

2. Overseas Travel Daily Allowances and Accommodation Fees

Category	Daily Allowance (per day)		Accommodation Fee (per night)	
	Area A	Area B	Area A	Area B
Director	¥7,600	¥5,300	¥23,600	¥16,300
Staff	¥6,700	¥4,700	¥20,600	¥14,300
Student	¥4,800	¥3,400	¥14,700	¥10,200

APPENDIX 2. (Concerning Article 11)

Overseas Travel Area Classification

Area A	Country or Territory	North America	North American Continent (excluding regions to the south of Mexico); Greenland; the Hawaiian Islands; the Bermudas, Guam, and their surrounding islands (excluding the West Indies and the Mariana Islands [excluding Guam])
		Europe	The continent of Europe (excluding Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyzstan, Georgia, Croatia, Kosovo, Slovakia, Slovenia, Serbia, Tajikistan, Czech, Turkmenistan, Hungary, Bulgaria, Belarus, Poland, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Moldova, Montenegro, Latvia, Lithuania, Romania, and Russia); Iceland, Ireland, the U.K., Malta, Cyprus, and their surrounding islands (including the Azores, Madeira and Canary Islands)
		Middle East	The Arabian Peninsula, Afghanistan, Israel, Iraq, Iran, Kuwait, Jordan, Syria, Turkey, Lebanon, and their surrounding islands
	City	Singapore, Moscow, Abidjan	
Area B	Countries, territories, and cities other than those included in Area A		

APPENDIX 3 (Concerning Article 12)

Relocation Travel Expenses

Category	Accompanying Dependent Family Members	Railway Less than 50 km	Railway 50 km or more and less than 100 km	Railway 100 km or more and less than 300 km	Railway 300 km or more and less than 500 km	Railway 500 km or more and less than 1,000 km	Railway 1,000 km or more and less than 1,500 km	Railway 1,500 km or more and less than 2,000 km	Railway 2,000 km or more
		(yen)	(yen)	(yen)	(yen)	(yen)	(yen)	(yen)	(yen)
Directors, Professors, Associate Professors, Associate Managing Director of Administration Bureau, Associate Managing Director of the Department of Technical Support	Yes	126,000	144,000	178,000	220,000	292,000	306,000	328,000	382,000
	No (including single persons)	63,000	72,000	89,000	110,000	146,000	153,000	164,000	191,000
Assistant Professors, Research Associates, Heads of Divisions, Deputy Heads of Divisions, Senior Specialists, Section Chiefs	Yes	108,000	124,000	152,000	187,000	248,000	262,000	280,000	324,000
	No (including single persons)	54,000	62,000	76,000	93,500	124,000	131,000	140,000	162,000
Administrative and Technical Staff of Divisions and Offices	Yes	94,000	108,000	132,000	164,000	216,000	228,000	244,000	282,000
	No (including single persons)	47,000	54,000	66,000	82,000	108,000	114,000	122,000	141,000

Note 1: In cases where dependent family members did not move at the time of the employee's transfer but will move within one year from the day immediately after the date on which the employee was ordered to transfer, an additional amount equal to the amount already paid shall be provided.

Note 2: The President may extend the period specified in Note 1 in cases where there are circumstances deemed as unavoidable, subject to the request of the employee, etc.

APPENDIX 4 (Concerning Article 14)

Dependent Family Relocation Travel Expenses

Category	Spouse and children aged 12 or older (excluding elementary school children)	Children under 12 years old, 6 years or older (only elementary school children)	Children under 6 years old (including unborn children)	
			First and second children	Third and later children
Railway fare	Amount calculated based on these Guidelines	Half the amount calculated based on these Guidelines	None	Half the amount calculated based on these Guidelines
Boat fare				
Airfare		Amount calculated based on these Guidelines		
Car fare	Guidelines	Half the amount calculated based on these Guidelines	None	Half the amount calculated based on these Guidelines
Daily allowance	Two-thirds of the amount calculated based on these Guidelines	One-third of the amount calculated based on these Guidelines		
Accommodation fee				
Arrival allowance				

Remarks: Actual expenses shall be paid in cases where the above payment ratios cannot be applied.

APPENDIX 5 (Concerning Article 23)

Requirements for paying travel expenses to students by budgetary classification

Budget category	Requirements for paying travel expenses
Education and research infrastructure expense Donation	Cases in which students are requested to cooperate in conducting a faculty member's research or the University's office work
Commissioned research expenditure Collaborative research expenditure Grants-in-Aid for Scientific Research	Cases in which students are requested to cooperate in relevant researches
Donation (Nagoya Institute of Technology Foundation)	Cases in which students are requested to travel for the promotion of their scholarships

Note 1: Travel expenses shall not be paid for trips that students make to conduct their own graduation research, or to earn their own credits, etc. (excluding cases in which students are requested to make a trip for the promotion of their scholarships)

Note 2: In cases where there are special provisions regarding requirements in guidelines, etc. concerning the awarding of grants, such provisions shall apply.

Note 3: If there are any special circumstances that make it difficult to comply with the above requirements, consult with the Associate Management Director of the Administration Bureau (the person in charge of administration) in advance.

APPENDIX 6 (Concerning Article 25)

Travel Expenses in Which Transportation Expenses Include Accommodation Fee

Category	Travel Expenses
Cases in which transportation expenses include accommodation fee, dinner, and breakfast	Relevant transportation expenses + Daily allowance
Cases in which transportation expenses include accommodation fee and dinner	Relevant transportation expenses + Daily allowance + (1/2 of the amount of daily allowance × Number of nights stayed)
Cases in which transportation expenses include accommodation fee and breakfast	Relevant transportation expenses + Daily allowance + (2/2 of the amount of daily allowance × Number of nights stayed)
Cases in which transportation expenses include accommodation fee	Transportation expenses + Daily allowance + (3/2 of the amount of daily allowance × Number of nights stayed)