

0.Version

Version number	Effective date	Person in charge	Changes
V1	9-Nov-11	SK	
V1.1	10-Nov-11	PV	
V1.2	11-Nov-11	PV	
V1.3	14-Nov-11	PV	
V1.4	1-Oct-12	ST	Add Short-Term Student Research Assistants in Internal Position category Group 5
V1.5	1-Apr-13	YF	Revise Honorarium Table
V2	1-Oct-13	YF	Revise domestic lodging, int'l lodging and abolish insurance table and 50km rule, honorarium etc.
V2.1	1-Apr-14	SN	Revise Allowable meeting expenses etc.
V3	30-Sep-14	SN	Replace Honorarium table
V3.1	1-Apr-15	SN	Change VPFA into VPF, abolish Provost
V4	1-Apr-16	SN	Revise I. Table Travel expenses and V.VI Table Travel expenses. Delete IV. Table Travel expenses.
V5	16-Oct-17	KY	Delete Note Table Meeting Expenses
V5.1	1-Apr-18	KY	Revise I. Table Travel expenses; Add COO, Provost etc.
V6	21-Sep-21	YT	Revise I. Table Travel expenses and abolish Table authority purchase
V6.1	1-Jun-22	YT	Revise I. Table Travel expenses; change COO to SG
V7	1-Sep-25	CK	Revise I. Table Travel expenses, express fare and lodging allowance

I . Table Travel expenses

I. Traveler Group & Travel Approver

(for external positions, decision of Group is made by requesting section. In doubt, contact Travel Desk)

Traveler Group	Traveler Position/Title	Travel Approver(s)
Group 1	BOG members (Part-time)	Budget holder
Group 2	BOC members (Part-time)	Budget holder
	President & CEO	Vice-CEO and budget holder
	Vice-CEO	President & CEO and budget holder
	Auditor	Budget holder
	Executive Vice President	President & CEO and budget holder
Group 3	Provost	Supervisor and budget holder
	Secretary General	
	Vice President	
	Dean	
	Associate Vice President	Supervisor and budget holder
	Faculty	Supervisor and budget holder
Group 4	Staff Scientist level 2 and 3	Supervisor and budget holder
	STG level 2 and 3	
	Senior Manager	
	Manager	
	Specialist level 2 and 3	
	Group Leader	
	Research Specialist	
	Research Support Leader	
	Research Unit Technician level5	
	IT Leader	
Group 5	Staff Scientist level 1	Supervisor and budget holder
	Postdoctoral Scholar	
	STG level 1	
	Assistant Manager	
	Specialist level 1	
	Research Support Technician	
	Research Unit Technician level 1-4	
	Research Support Specialist	
	Research Fellow	
	IT Engineer	
	Other Staff	
	Registered OIST PhD Student	Budget holder
Guest Traveler	Guest Traveler	Budget holder
	Employment Candidates	
Guest Student	Guest Student	Budget holder
	Special Students	
	Admissions Candidates	

II . Table Travel expenses

II. Class travel

II.1 Air

Traveler Category/Group	Class of service - domestic	Class of service - international	Exceptions
Group 1	Business	Business	First if prior approved by President
Group 2	Business	Business	
Group 3	Economy	Business	
Group 4	Economy	Economy	Business if prior approved by VPF
Group 5	Economy	Economy	Business if prior approved by VPF

Definitions:
domestic: Flights within Japan, including Tokyo/Osaka/Fukuoka from/to Okinawa flights connecting to an international flight
international: Flights departing and/or arriving in a city outside Japan, including domestic flights within a country other than Japan.

II.2 Train, Bus, Boat

Traveler Category/Group	Class of service (domestic and international)
Group 1 and 2	1st class
Group 3 and 4	2nd class
Group 5	Lowest class offering reserved seats

II.3 Car

Personal vehicle Rate: JPY 20 /km: (includes all operating costs - gasoline, maintenance and insurance etc.)
Car Rental Rates: Domestic and International

Traveler Category/Group	Class of service	Maximum/day
Group 1-3	Intermediate	12,000
Group 4-5	Economy	8,500

- * Daily cost of car rental includes all charges incurred i.e.: km, taxes, insurance etc. except gasoline
- * Car service with driver may be arranged for Group 1 and 2 in special circumstances
- * Exceptions must be approved by the Vice-President for Financial Management

V. Per diem and maximum Lodging Allowance rate in JPY

Traveler	Domestic Per diem	International Per diem	Domestic Lodging (incl breakfast)	International lodging large cities (incl breakfast)	International lodging small cities (incl breakfast)	Onna-son Per diem
Group 1 and 2	3,300	7,700	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others (*25,000)	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 26,800 others (*40,000)	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 23,800 others (*40,000)	3,300
Group 3 to 4	2,500	6,000	13,100(*25,000)	21,500(*40,000)	18,500(*40,000)	2,500
Group 5	2,400	5,200	11,100(*25,000)	18,800(*40,000)	15,800(*40,000)	2,400
Guest traveler	2,500	6,000	Actual≤13,100(*25,000)	Actual≤21,500(*40,000)	Actual≤18,500(*40,000)	3,300
Guest student	2,400	5,200	Actual≤11,100(*25,000)	Actual≤18,800(*40,000)	Actual≤15,800(*40,000)	2,400

* Amount in bracket is maximum amount by direct bill to OIST or actual amount reimbursement with receipt at the discretion of the budget holder.

*International Large Cities include:

Country Name	City Name
ARGENTINA	Buenos Aires
AUSTRALIA	Melbourne, Perth, Sydney
AUSTRIA	Vienna
BELGIUM	Antwerp, Brussels
BRAZIL	Rio de Janeiro, Sao Paulo
CANADA	Montreal, Toronto, Vancouver
DENMARK	Copenhagen
FINLAND	Helsinki
FRANCE	Paris, Lyon
GERMANY	Berlin, Bonn
HONG KONG	Hong Kong
ISRAEL	Tel Aviv, Jerusalem
ITALY	Rome
NETHERLANDS	Amsterdam
NORWAY	Oslo
PORTUGAL	Lisbon
RUSSIA	Moscow, Saint Petersburg
SINGAPORE	Singapore
SPAIN	Madrid
SWEDEN	Stockholm
SWITZERLAND	Geneva, Zurich
UNITED KINGDOM	London
UNITED STATES	Atlanta, Los Angeles, New York, Boston, Chicago, Denver, San Francisco, Miami, Washington DC

V.1 Deductions for meals included in registration fees and hotel charges:

If lunch and/or dinner are provided, half of Per diem is paid.

V.2 Stays in the same city longer than 30 days

Lodging allowance is multiplied by 0.6 to take into account cheaper rates of long term stays.