

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.

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	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 Special Advisor to the President	President & CEO and budget holder
Group 3	Provost	President & CEO and budget holder
	COO	
	Vice President	
	Dean	
	Faculty	Dean of Research and budget holder
Group 4	Associate Vice President	Supervisor and budget holder
	Staff Scientist level 2 and 3	
	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
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)	Express Fare
Group 1 and 2	1st class	Special express over 100km
Group 3 and 4	2nd class	Special express over 100km
Group 5	Lowest class offering reserved seats	Special express over 100km

* Special express fare can be claimed when you travel on train for more than 100km.

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.VI Table Travel expenses

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	Onna-son Lodging Low Season	Onna-son Lodging High Season
Group 1 and 2	3,300	7,700	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 26,800 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 23,800 others	3,300	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others(*20,000)
Group 3 to 4	2,500	6,000	13,100	21,500	18,500	2,500	13,100(*15,200)	13,100(*20,000)
Group 5	2,400	5,200	11,100	18,800	15,800	2,400	11,100(*15,200)	11,100(*20,000)
Guest traveler	2,500	6,000	Actual≤13100	Actual≤21500	Actual≤18500	3,300	Actual≤13,100(*15,200)	Actual≤13,100(*20,000)
Guest student	2,400	5,200	Actual≤11100	Actual≤18800	Actual≤15800	2,400	Actual≤11,100(*15,200)	Actual≤11,100(*20,000)

* Amount in bracket is maximum amount by direct bill to OIST or actual amount reimbursement with receipt. In case of payment by fixed allowance without receipt, domestic lodging is applied.

* High season is Jul 16 to Aug 31, golden week and year end (Dec 29 to Jan 3)

* It is allowed to stay hotels regardless of this table if based on Annual List Price for Hotels in Onna [Link:<https://groups.oist.jp/ja/dfa/travel-expenses>]

*Please check the availability of campus housing before booking hotels in Onna-son.

***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.VI Table Travel expenses

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.

Table authority meeting expense and disbursement

September 1, 2019

Meeting Expenses - Common to all divisions, sections or units

in JPY m (million)

Items	Section Leader	-	Vice-President	-	President	Remarks
Meeting expense	up to 0.05 (JPY 50,000)	up to 0.05 (JPY 50,000)	above 0.05 (JPY 50,000)	above 0.05 (JPY 50,000)	above 0.05 (JPY 50,000)	

Disbursement (payments) - only for section of Budget and Accounting

in JPY m (million)

Items	Section Leader	-	Vice-President	-	President	Remarks
Disbursement	all transactions	-	-	-	-	