

## **Guidelines for Assistance Payments to Ph.D. Students for the Purpose of Making Presentations at Academic Conferences**

### **1. Purpose**

These guidelines stipulate necessary matters relating to assistance to students in the doctor's program and the 5-year doctoral program at GRIPS (hereinafter referred to as "students") for expenses required for travel to and participation in academic conferences for the purpose of making presentations.

### **2. Objective**

The objective is to promote the acquisition of degrees within the standard allocated time by providing students with opportunities to actively present their research results outside of GRIPS and to accumulate experience in making such presentations.

### **3. Application Qualifications**

Students who are eligible to apply for assistance under these guidelines (excluding those on extended leave) must fulfill all the following conditions:

- (1) The student must have passed the Qualification Exam (hereinafter referred to as "QE") or be expected to pass the QE by the time of the conference.
- (2) The student must personally be giving a presentation at a conference recommended by the student's main advisor.
- (3) The student's main advisor must have approved the student's participation in the conference.

### **4. Method of payment**

In principle, an amount calculated based on the submitted travel schedule will be paid into a bank account designated by the student prior to the day of departure for the conference. Assistance for conference participation expenses will be paid into the designated bank account after the completion of the trip.

### **5. Application Procedures**

In principle, the student must submit the following documents to the Academic Support Team at least three weeks before the day of departure for the conference. The approval of the student's main advisor is necessary for application.

- (1) Application Form for Payment of Travel Expense Assistance for Conference Presentation (Appendix Form 1)
- (2) Announcement or program of the applicable academic conference (any document available at the time of application that gives an outline of the conference and shows that the student is giving a presentation)

- (3) In the case of travel by plane, an estimate or invoice of the airfare (If the amount includes expenses other than the airfare, a document showing the itemized breakdown is necessary.)
- (4) A document showing the travel schedule (in the case of overseas travel; for example, a printed schedule issued by a travel agency)
- (5) Creditor Data Registration Request Form (Appendix Form 2) (Not necessary if the student has already registered an account.)
- (6) Certificate of payment of conference participation fee and advance payment claim (When paid in advance) (Appendix Form 4)

If the participation fee includes reception, meal, accommodation, and other expenses, attach documents showing the itemized breakdown.

## **6. Amount of Assistance**

- (1) The amount of assistance paid to the applicant will be equivalent to all or part of the expenses incurred in travel to and participation in the conference (assistance will not be provided for expenses related to receptions, meals, etc.) computed in accordance with the GRIPS Travel Expense Regulations (Regulation No. 7, 2006). However, the maximum amount of assistance that a student may receive during a single fiscal year (April 1 to March 31) shall not exceed JPY300,000, and of that amount, no more than JPY50,000 of assistance shall be for domestic travel. Any expenses exceeding these limits shall be borne by the student.
- (2) Travel insurance expenses shall be borne by the student.
- (3) Travel expenses paid for overseas travel and domestic travel are shown in Tables 1 and 2, respectively.

Table 1 Overseas Travel

| Type of expenses                                   | Remarks   | Submission of receipt |
|--|---|-----------------------|
| Air  | Discount economy class on the most economical route from Narita International Airport to the airport nearest the conference venue   | ○                     |
| Rail   | Roundtrip fare from GRIPS or the student's home, whichever is nearest to Narita International Airport, to Narita International Airport Terminal 1 or 2 Station  | ×                     |
| Ship   | Passenger fare according to travel schedule   | ○                     |
| Travel expenses within country of conference venue | Actual fares from the nearest airport to the venue to the conference venue itself   | ○                     |
| Per diem allowance                                 | JPY5,000 per day<br>JPY6,000 per day for designated cities <sup>1</sup>   | ×                     |
| Accommodation expenses                             | JPY15,000 per night<br>JPY21,000 per night <sup>2</sup> for designated cities <sup>1</sup><br>If accommodation expenses for the designated cities of London, New York, and Washington DC exceed JPY21,000 per night, they shall be reimbursed at the actual rates (to an upper limit of JPY35,000 per night <sup>2</sup> ). | △ <sup>2</sup>        |
| Overseas travel special allowance                  | JPY6,000 per trip   | ×                     |
| Miscellaneous travel expenses                      | Actual expenses for vaccination fees; passport issuance fees; visa issuance fees (including handling fees to travel agency); airport taxes; foreign exchange fees; and immigration taxes  | ○                     |

## Notes

## 1. Designated cities are as follows:

Asia: Singapore

North America: Los Angeles, New York, San Francisco, Washington DC

Europe: Geneva, London, Moscow, Paris

Middle East: Abu Dhabi, Jiddah, Kuwait, Riyadh

Africa: Abidjan

## 2. All receipts should be preserved, because their presentation might be required up to one month after the trip.

Table 2 Domestic Travel

| Type of expenses       | Remarks   | Submission of receipt |
|------------------------|---|-----------------------|
| Air                    | Travel expenses for travel via the lowest ordinarily available route and mode | ○                     |
| Rail                   |   | ×                     |
| Car                    |   |                       |
| Ship                   | Passenger fare according to travel schedule                                   | ○                     |
| Per diem allowance     | JPY2,000 per day <sup>1</sup>   | ×                     |
| Accommodation expenses | JPY11,000 per night   | △ <sup>2</sup>        |

Notes

1. No per diem allowance is provided for day-trips to venues in the prefectures of Tokyo, Kanagawa, Saitama, Chiba, Ibaraki, Tochigi and Gunma.
2. Please keep all receipts, because you might be required to submit them up to one month after the trip.

- (4) In cases where students use package tours in which travel expenses (air, rail, car, or ship fares) and accommodation expenses are combined, if the package tour fee is less than the total amount equivalent to air and other travel expenses and accommodation expenses calculated on the basis of the regulations, the package tour fee is paid.

## 7. Procedures Following the Conference Presentation

Within two weeks from the day following completion of the conference presentation trip, the student shall submit the following documents to the Academic Support Team and conduct adjustment procedures. Please also note that the Conference Presentation Report is required to be confirmed by the main advisor.

- (1) Conference Presentation Report (Appendix Form 3)
- (2) In the case of travel by plane, the stubs from the air tickets used, or other documents allowing confirmation of boarding, and receipts (If the amount includes expenses other than the airfare, a document showing the itemized breakdown is necessary.)
- (3) Receipts for local travel expenses related to the conference (in the case of overseas travel)
- (4) Receipts for accommodation expenses in the designated cities of London, New York, and Washington DC if they exceeded the fixed amount
- (5) Certificate of payment of conference participation fee and advance payment claim (When paid on the spot) (Appendix Form 4)

If the participation fee includes reception, meal, accommodation, and other expenses, attach

documents showing the itemized breakdown.

**8. Contact for Applications and Further Information**

Academic Support Team, Academic and Student Affairs Division

Extension 6042

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