

Aid for Overseas Travel Expenses to attend an International Academic Conference

1. Overview

Aid for Overseas Travel Expenses to attend an International Academic Conference is a financial aid for those who attend an international academic conference as a lecturer, a speaker, a presenter including panel presentation, or a chair. A researcher on sabbatical, however, is not entitled to apply for this International Academic Conference Aid.

2. Conditions and refundable costs

A qualified researcher can use this International Academic Conference Aid twice each fiscal/academic year (from April to March) up to JPY 300,000 in total. Meiji University shall refund an airfare and an accommodation fee. Any other fees are not refundable.

Airfare: Actual expense for economy class by a round trip between Japan and the place where the conference is held shall be provided.

Accommodation Fee: Actual expenses up to JPY 15,000 per night for up to 4 nights-stays during the conference period shall be provided. The aids do not cover any other fees for services such as meals, Internet use, phone calls, and valet parking.

3. Combinational use with research funds

When planning to use a research fund together with this aid, please contact the office in charge beforehand. Permission by the office is required to do so.

4. Required documents before the travel

Please submit following documents to the department office in charge at least 10 days before you leave for the conference. It is required to get permission for overseas travel from the faculty meeting before departure. In case following documents cannot be submitted before the trip, please submit them soon after the travel.

- a) **Request for Aid for Overseas Travel Expenses to attend an International Academic Conference**
(国際学会参加渡航費助成願)
- b) **A programme** for the conference on which date, place, and your name as a lecturer/speaker/chair is listed. In case there is no such a programme available, please submit alternative documents that show everything mentioned above.
- c) **A photocopy of air ticket/E-ticket** that shows a passenger name, places of departure and destination, dates, and a seating class.
- d) **An original receipt and a detailed statement for air tickets. In the case of web receipt, please submit an official credit card statement together with a receipt.**
- e) **An original receipt and a detailed statement for accommodations.** Please submit a receipt that shows a guest name, name of the accommodation, length of stay, a room rate per night, and total expenses for rooms. When the receipt does not specify the breakdown, please provide for other documents that show the details together with a receipt. **In the case of web receipt, please submit an official credit card statement along with a receipt.**

5. Required documents after the travel

Please submit the following documents to the department office in charge soon after the travel.

- a) **Notice of Return to Japan after Participation in an International Academic Conference**
(国際学会参加帰国届)

- b) **Record of Schedule and Activities for Participation in the International Academic Conference** (国際学会参加日程・活動記録)
- c) **A photocopies of passport pages for your ID-photo and immigration stamps and boarding passes**

6. Application forms

Application forms are available at http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html

7. Points to Note

a) A package tour

A package tour is not refundable since the aid has limitation to accommodation expense per night and a calculation for the grant must be done separately for an airfare and an accommodation fee each. In line with this, however, a package tour can be refunded if it is cheaper than individual purchase and a breakdown of the tour fee is available from a travel agency.

b) A connecting flight/stop over

Please contact to the office in charge when you plan to stop over in another city for your research before/after attending the international academic conference. The office will advise on the documents to be submitted and the range of applications.

c) A receipt for accommodation

Please submit a receipt that shows a guest name, name of the accommodation, length of stay, a room rate per night, and total expenses for rooms. When you share a room with other researcher, costs divided by the number of people shall be granted.

d) Credit card use

When a credit card is used for payments, please submit an official credit card statement together with a receipt. It is permitted to cross out matters related to private use. Do not cross out your name, address and the records related to the travel charges. Do not cut in piece to modify. When the credit card statement is a submitted for the other research funds, please inform the office in charge.

e) Reimbursement at the end of year

Financial department usually closes account in the middle of March. When a credit card is used and the official credit card statement is not given by the middle of March, the office shall use the exchange rate on the date on the receipt, not the exchange rate on the credit card statement.

8. Contacts Information

Surugadai campus

Research Promotion and Intellectual Property Office
Tel: 03-3296-4361, 4476, 6th Floor, Global Front Building

Izumi campus

Research Promotion and Intellectual Property Office, Izumi Branch
Tel: 03-5300-1451, 1452, 2nd Floor, Campus Liaison Building

Ikuta campus

Ikuta Research Promotion and Intellectual Property Office
Tel: 044-934-7614, 7637, 2nd Floor, Central Building

Nakano campus

Nakano Research and Educational Support Office
Tel: 03-5343-8052, 3rd Floor, Low-Rise Wing
Nakano Campus Office
Tel: 03-5343-8014, 3rd Floor, Low-Rise Wing