**Checklist of Required Documents for**

**Aid for International Academic Conference**

**Submitting documents before the travel**

□ 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)

□A programme of the conference or alternative documents that show the following

a) Period of the conference

b) Country/city where the conference will be held

c) Your Name as a lecturer/speaker/presenter/chair

□A photocopy of air ticket or E-ticket that shows following

a) Passenger name

b) Place of departure and destination

c) Dates

d) Seating class

□ Evidential documents for airfare

a) Receipt with an official seal/signature from the airline company or a travel agency

b) Detailed statement including breakdown of the airfare

(i) When traveling in upper class including premium economy class than economy class

□ Quotation for economy class of the same flight to compare with the upper class

\* International academic conference aid offers only the price for economy class.

\*\* Airline companies usually do not provide a quotation for flights in the past. Therefore, please ask it in advance.

 (ii) When stopping over in a place other than the conference venue

□ Quotation for economy class from Japan to the place where the conference will be held

\* International academic conference aid offers only the economical price for economy class from Japan to the place where the conference will be held.

\*\* Quotation for comparing price must show the same airline company and same departure date as the flight you’ll use.

 \*\*\* Airline companies usually do not provide you a quotation for flights in past. Therefore, please ask it in advance.

* Evidential documents for accommodation fee
1. Receipt with official seal/signature from the accommodation or a travel agency
2. Detailed statement including breakdown of the accommodation

\* Name of the accommodation, dates, guest name, and room rate per night must be shown.

 \*\* When you share a room with other researchers, please provide a sharing rate for a single person. The Aids covers only the sharing rate for a single person.

 \*\*\* When you paid accommodation fees with other fees such as registration fee, please provide a breakdown. International academic conference aid offers only accommodation fee.

\*\*\*\* The upper limit of the accommodation fee is JPY 15,000 per night for up to 4 nights-stays.

□ Credit card statement (when a credit card was used) [additional]

(a) Official credit card statement

**Submitting Documents after the travel**

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

□ Record of Schedule and Activities for Participation in the International Academic Conference (国際学会参加日程・活動記録)

□ Photocopies of passport pages of your ID-photo and immigration stamps

□ Boarding passes

**Formats**

* Request for Aid for Overseas Travel Expenses to attend an International Conference

(国際学会参加渡航費助成願)

* Notice of Return to Japan after Participation in an International Academic Conference

(国際学会参加帰国届)

* Record of Schedule and Activities for Participation in the International Academic Conference

 (国際学会参加日程・活動記録)

These formats are available at <http://www.meiji.ac.jp/research/tlo/osri/faculty/format_english.html>