

### [The required materials and notice for payment procedure]

For proceeding further steps for payment, please refer to the instruction below and submit the necessary materials by the deadline. (You do not have to submit materials that you had already turned in.) Epecially, please read red parts carefully.

#### <Before your activities>

Please submit the following materials.

- ☐ E-ticket and the receipt with your name, boarding dates, flight numbers, airfare, payment date, and payment method (\*For example, credit card)

In principle, students should depart from/arrive at Kansai International Airport or Osaka International Airport (Itami Airport). However, in the case you plan to use flights to/from other airports through prior consultation, a comparative estimate must be submitted.

In that case, you must submit a comparative estimate (A screenshot of an airline's website is also acceptable) for the same date and same airline as the actual ticket to be purchased. The lower amount will be applied compared to the actual flight taken. Also, please note that airline estimates will not be displayed after the departure date. Please be sure to have this information ready prior to departure.

(Even if you are using a non-airline ticket, such as a ferry ticket, a comparative estimate of airline tickets on the same day of boarding is required.)

- ☐ Proofs of activities \*For example, a program or acceptance notification for conference, a letter regarding your appointment etc. (In case you attend a program, conference etc.)
- ☐ Copy of overseas travel accident insurance (In case you go overseas)

#### <During your activities>

Please make sure to note the following points.

1. Keep the all air ticket stubs/boarding passes of your flights. If they are online and you cannot get the original ones, please submit the transfer request form or the credit card statement (must be original) to prove your payment. \*The card holder must be yourself or your family. (In case you use airplanes)
2. Keep other proofs or related documents for transportation expenses. (Web receipts are not accepted as originals.)
3. Keep the receipts of accommodation with your name, dates, fees, and numbers of stays. (In case you use accommodation)  
\*Accommodation expenses related to the self-quarantine are not covered by the grant. In addition, the expenses for vaccination and PCR tests are also not covered by it.  
\*The online confirmation slip is invalid for proving your accommodation expenses.  
\* If you have made accommodation arrangements through the website, the web receipt will not be accepted as an original. Please arrange for the original receipt at the accommodation.  
\*The accommodation expenses are not paid when you rent private homes and rooms (Airbnb, etc.) and stay at your friend's houses.  
\*Priority will be given to payment of transportation expenses. If there is a balance after transportation expenses are paid, accommodation will be paid up to the amount decided.  
However, if the transportation expenses reach the amount decided, the applicant is not required to submit receipts for accommodation.
4. Request the person you are visiting fill out the "Record of Visit" and keep it.  
(Please download "Record of Visit" from our website.)  
[https://global-studies.doshisha.ac.jp/en/current\\_students/current\\_students.html](https://global-studies.doshisha.ac.jp/en/current_students/current_students.html)

<After your return>

Please submit the following materials within 1 month after your return.

- ☐ "Report" with your supervisor's signature (Please attach your report of accomplishment (free format)) and bank account information form <sup>\*1)</sup>(Please download from our website) <sup>(\*)</sup> \*Account Name (katakana): Please make sure to enter the name (in katakana) as it appears in the bank book.
- ☐ "Record of Visit"
- ☐ Ticket stubs/boarding passes of your air tickets (must be original) \*If you lost them, the payment might not be done.
- ☐ Receipts/proofs for other transportation and accommodation

(Notes)

\*The actual amount to be payed will be calculated after your return.

\*Electronic money such as Alipay or Paypay will not be accepted because of university accounting regulation.

\*If you use a credit card, you have to pay in a lump.

\*We do not accept that you use the discount system such as "GoTo トラベル," "県民割" and "全国旅行支援". (In the case of implementation of each system)

\*We may ask you to submit additional information and materials on your payment if necessary.

\*If there are any missing materials to be submitted from you, university might not be able to proceed payment procedure.

\*Especially, for ticket stubs and boarding passes of air tickets, please be sure not to lose them during your activities.