

Food and beverage expenditure standards for meetings and other events held by Kyoto University

March 1, 2013: President's decision

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(the purpose)

Article 1: These standards stipulate the necessary matters regarding the expenditure of food and beverages (hereinafter referred to as "food and beverage expenses") required to provide food and beverages in conjunction with the holding of conferences, meetings, ceremonies, receptions, etc. (hereinafter referred to as "conferences, etc.") held to promote the business of the National University Corporation Kyoto University (hereinafter referred to as "the University").

(Application)

Article 2: Unless otherwise specified, these standards apply to food and beverage expenses at conferences, etc. hosted or co-hosted by the University or its faculty and staff. However, this does not apply in cases where the funding source places restrictions on food and beverage expenses.

(Standards for the provision of food and beverages)

Article 3: Food and drink may be provided in a simple manner only when it is unavoidable due to reasons such as the progress of a meeting, etc.

2. The food and beverages that may be provided are as follows:

- (1) Refreshments at meetings, etc. held on campus
 - (2) Reception parties attended by many people (meetings, etc. held in a reception format where food and beverages are provided).
 - (3) Food and drink at a conference, etc. other than those in the previous two items.
 - (4) Food and drink at entrance examinations, etc. where entry and exit is restricted.
 - (5) Food and drink at awards or commendations for faculty, staff, or students, in addition to those in the previous four items.
- 3 Expenditures for food and drink at conferences, etc. attended only by faculty and staff of the University shall be
4. Food and beverage expenses related to the provision of alcoholic beverages are not permitted.

(Upper limit of expenditure)

Article 4 The upper limit of food and beverage expenses (including consumption tax, local consumption tax, and service charges) per meeting, etc. shall be 5,000 yen per person. However, in the case of a meeting, etc. that spans multiple days, the upper limit of food and beverage expenses for each day shall be 5,000 yen per person.

(Expense Procedures)

Article 5 1. A Faculty Member or Staff Member requesting expenditures for food and beverages (hereinafter referred to as the "Implementation Manager") must submit a Food and Beverage Expenses Request Form (Form 1) to the head of the Department, etc. (each graduate school, each affiliated research institute, affiliated library, affiliated hospital, and each center, etc. (meaning the facilities, etc. specified in Chapter 3, Sections 7, 8, and Sections 9 to 11 of the Organizational Regulations of the National University Corporation Kyoto University (Notice No. 1 of 2004; hereinafter referred to as the "Organizational Regulations") (excluding the Library System among the organizations specified in Article 47, Section 1), including the departmental administrative departments, etc. specified in Article 56, Section 1 of the Organizational Regulations), as well as each department of the Administrative Headquarters, the President's Office, the Provost's Office, the CFO Office, the Audit Support Office, the Office of the Misconduct Prevention Implementation Headquarters, and each general administrative department) prior to the holding of a meeting, etc. However, if there is a special reason why the food and beverage expense request cannot be submitted before the start of the meeting, etc., the request, along with the reason therefor, shall be submitted to the head of the department, etc. after the end of the meeting, etc.

2 When the head of the department, etc. receives the food and beverage expense request as described in the preceding paragraph, he/she shall decide whether to approve it in light of accepted social standards, taking into account his/her accountability, and notify the person responsible for implementation.

3. If approval is obtained under the preceding paragraph, the person in charge of the implementation of the meeting, etc. shall submit the Food and Beverage Expenses Request Form (Form 2) after the end of the meeting, etc.

The fee must be submitted to the Accounting Manager together with the invoice from the supplier or the invoice for advance payment (Form No. 5 of the Kyoto University Contract Handling Guidelines, National University Corporation).

(Special meal and beverage expenses)

Article 6 If it is difficult to comply with the provisions of Articles 3 and 4 for special reasons, the items for which special approval is requested and the reasons therefor shall be clearly indicated in the Food and Beverage Expense Request Form (Form 1), and approval shall be provided in accordance with the provisions of Article 1 and 2 of the preceding article. Based on the above, approval must be obtained from the head of the department, etc.

(Post-facto confirmation)

Article 7 The Accounting Manager shall, as necessary, report the circumstances of holding meetings, etc., related to the expenditure of food and beverage expenses, and the provision of food and beverages, etc. We will check with the relevant parties or contractors regarding this matter.

Supplementary Provisions

These standards shall come into effect on April 1, 2013.

Supplementary Provisions

These standards shall come into effect on April 1, 2015.

Supplementary Provisions

These standards shall come into effect on April 1, 2017.

Supplementary Provisions

These standards shall come into effect on October 1, 2017.

Supplementary Provisions

These standards shall come into effect on May 1, 2018.

Supplementary Provisions

These standards will come into effect on May 7, 2019.

Supplementary Provisions

These standards will come into effect on October 1, 2019.

Supplementary Provisions

This standard will come into effect on April 1, 2020.

Supplementary Provisions

These standards shall come into effect on April 1, 2021.

Supplementary Provision:

These standards shall come into effect on April 1, 2022.

Supplementary Provision:

These standards shall come into effect on April 1, 2023.

Supplementary Provision:

These standards shall come into effect on April 1, 2024.