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Kyoto University Regulations for the Provision of Travel Expenses

Enacted by Order No. 93, April 1, 2004

Fully revised by Order No.36, March 29, 2006

Amendments: Fully revised by Order No.36, March 29, 2006

Order No. 57, August 29, 2006

Order No. 33, March 30, 2007

Order No. 45, January 26, 2010

Order No. 36, March 29, 2010

Order No. 38, March 31, 2011

Order No. 45, June 21, 2011

Order No. 31, March 27, 2012

Order No. 31, March 27, 2013

Order No. 31, March 31, 2015

Order No. 40, March 31, 2016

Order No. 4, March 28, 2017

Order No.50, September 29, 2017

Order No.62, September 25, 2019

Order No. 22, March 31, 2020

Order No. 21, April 15, 2021

Order No. 32, June 29, 2021

Order No. 37, March 30, 2022

Order No. 19, March 28, 2023

Purpose

Article 1 The purpose of these regulations is to set forth criteria for travel expenses incurred due to business travels or relocations of Kyoto University's executive directors and staff members (hereinafter referred to as "Staff Members") and non-Staff Members who travel for work (defined in Article 22 of the National University Corporation Act [Act No. 112 of 2003], the same shall apply hereinafter) of the National University Corporation, Kyoto University (hereinafter referred to as the "University") to ensure smooth work operation and appropriate travel expenses provision.

Application

Article 2 Except as otherwise provided for, these regulations shall apply to travel expenses provision to Staff Members and non-Staff Members of the University.

Definitions

Article 3 In the regulations, the meanings of the terms listed in the following items are as prescribed respectively in those items:

- (1) "Business travel" means travel by Staff Members away from their place of employment (or their address or residence in cases where they have no place of employment) to carry out duties (including training as defined

in Article 11 of the Kyoto University Special Work Rules for Faculty and Staff Members [Notification No. 71 of 2004]), or travel by non-staff members to carry out duties at the request of the University.

- (2) “Relocation” means to move from a prior address or residence to a new address or residence when Staff Members who are newly employed or have received an order to transfer their post change their address or residence following the employment or the order because their old address or residence is located outside the standard commuting area.
- (3) “Area outside the Standard Commuting Area” means areas where the commuting distance from the address or residence to a new place of employment is 60 km or more, or areas where commuting is deemed difficult due to commuting methods, commuting time, or transportation conditions, even if the distance is less than 60 km.
- (4) “Dependent” means spouse (including those who have not registered their marriage but are in a de facto marriage situation), children, parents, grandchildren, grandparents, and siblings of Staff Members whose livelihood depends on the income of the Staff Members.
- (5) “Transportation expense” means fares and charges for railway, bus, ship, and airplane, upper-class car/special cabin charges, and the costs associated with using a privately owned car for business purposes.
- (6) “Department” means graduate schools and other organizations (including research institutes, Kyoto University Library, Kyoto University Hospital, centers [facilities defined in Sections 7, 8, 9, 10, and 11 of Chapter 3 (excluding Kyoto University Library Network among the organizations defined in Article 47, Paragraph 1) of the Kyoto University Regulations for Organizations (Notification No.1 of 2004, hereinafter referred to as “the Organization Regulations”)], and departmental administration offices defined in Article 56, Paragraph 1 of the Organization Regulations), as well as the divisions of central administration, Office of the Provost, Office of Audit and Integrity, Auditor Support Office, Administration Office of the Fraud Prevention Department, and Campus Administration Offices.
- (7) “Deans and directors” mean deans and directors of faculties, graduate schools, research institutes, the Kyoto University Library, and Kyoto University Hospital, as defined in the preceding paragraph, vice-presidents, and directors of organizations (as defined in Article 47, Paragraph 1 of the Organization Regulations), and the director-general of the Institute for Advanced Study.
- (8) “Business Travel Application Portal” means the university’s computerized system for the support of administrative work related to business travel, relocation, and travel expenses, including the arrangement of travel tickets, etc.

Liabilities

Article 4 By utilizing the Business Travel Application Portal, the president shall ensure that, to the extent possible, neither Staff Members nor non-Staff Members are required to pay transportation expenses, etc.

Type of Travel Expenses

Article 5 The types of travel expenses are transportation expenses, daily allowance, accommodation allowance, relocation compensation, dependent relocation compensation, and miscellaneous travel expenses. The expenses to be provided and their amounts shall be separately defined by the president.

Orders for Travel

Article 6 Executive directors shall receive orders, approvals, or requests (hereinafter referred to as “Orders”) for travel from the President, and Staff Members and non-Staff Members shall receive Orders for travel from the head of their department or the head of another authorized department, for the implementation of business travel

- or relocation. The same shall apply in cases of changing or cancelling the Orders after they are issued.
- 2 The president and heads of departments are allowed to delegate their authority or decision-making with regard to issuing Orders for travel under the preceding paragraph to an appropriate person.
 - 3 The Orders for travel under the preceding two paragraphs shall be given through the Business Travel Application portal.
 - 4 In the case of requesting a non-Staff Member to engage in business travel, the president or heads of departments may appoint a person responsible for the invitation from among Staff Members to control administrative work related to the relevant request.
 - 5 In addition to what is provided for in the preceding paragraphs, other matters relating to Orders for travel shall be defined by the president separately.

Arrangement of Travel Tickets, Etc.

Article 7 Travel tickets, etc. for business travel by Staff Members shall be arranged through the Business Travel Application Portal, in principle. When a ticket is available at a lower cost than that available through the portal or when the arrangement cannot be made through the portal, however, the arrangement can be made through a travel agency or an accommodation facility, or directly by the relevant Staff Member.

Provision of Travel Expenses

- Article 8 Budget managers or those who are allocated a budget by a budget manager shall apply for travel expenses, and persons responsible for accounting shall provide the expenses for business travel and relocation based on Orders.
- 2 The expenses for tickets, etc. arranged through the Business Travel Application Portal shall be paid to the business operator entrusted with providing administrative support for business travel and travel expenses that provides the Business Travel Application Portal.
 - 3 Travel expenses other than those prescribed in the preceding paragraph shall be provided for Staff Members or non-Staff Members who have traveled for business or have relocated. As separately prescribed by the president, however, this shall not apply if the aforementioned members or persons responsible for the invitation assigned pursuant to the provision of Article 6, Paragraph 4, claim for payment of all or part of travel expenses to the persons other than those who have actually made the business travel, the travel expenses for the business travel are funded by an organization other than the University, or the business travel is for training prescribed under Article 11 of the Kyoto University Special Work Rules for Faculty and Staff Members.

Claim for Payment of Travel Expenses

- Article 9 After the travel's completion and in accordance with the actually used means of transportation, routes taken, and other conditions, when Staff Members have traveled for business or have relocated, the Staff Members shall claim for the travel expenses and in the case of non-Staff Members, the non-Staff Members or a person responsible for the invitation.
- 2 Notwithstanding the provision of the preceding paragraph, if the travel involves a large amount of expenditure, such as business travel abroad, or if it is recognized as necessary to conveniently pay the travel expenses, claims may be made in advance. In this case, the travel expenses must be settled after the relevant business travel is completed.
 - 3 Means and routes must be selected in consideration of economic efficiency and reasonableness.
 - 4 When claiming for payment of travel expenses, documents necessary for providing the travel expenses separately prescribed by the executive vice-president for financial affairs must be submitted. In this case, when all or part

of the said documents are not submitted and the necessity of the travel expenses relevant to the unsubmitted documents is not clarified, the claimant may not receive the unclarified part of the travel expenses.

5 In addition to what is provided for in the provisions of the preceding paragraphs, other necessary rules relating to the claim for payment of travel expenses and the settlement of travel expenses shall be provided separately by the president.

Rules for Implementation

Article 10 In addition to what is provided for in the provisions of the regulations, other matters relating to the provision of travel expenses shall be determined by the President.

Supplementary Provisions (Order No. 36 of 2006)

The regulations shall be effective as of July 1, 2006

Supplementary Provisions (Order No. 57 of 2006)

The regulations shall be effective as of August 29, 2006, and applied as of July 1, 2006

[Other supplementary provisions in between are omitted.]

Supplementary Provisions (Order No. 37 of 2022)

The regulations shall be effective as of April 1, 2022.

Supplementary Provisions (Order No. 19 of 2023)

1. The regulations shall be effective as of September 1, 2023
2. The president shall conduct a trial run of the provisions of the revised Kyoto University Regulations for the Provision of Travel Expenses (referred to as “Revised Regulations” in the following paragraph) in accordance with the provision of the preceding paragraph between June 1, 2023, and the day preceding the date of enforcement under the preceding paragraph. In this case, the president shall predesignate the departments that implement the trial run.
3. Notwithstanding the provisions of the Revised Regulations, with regard to business travel and relocation by Order before the date of enforcement or commencement of the trial run, the provisions then in force shall remain applicable.

Supplementary Provisions (Order No. 28 of 2023)

The regulations shall be effective as of April 1, 2023.