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Kyoto University Rules for the Provision of Travel Expenses

Enacted as determined by the President on April 1, 2004

Fully revised as determined by the President on June 6, 2006

Amendments: Fully revised as determined by the President on June 6, 2006

Determined by the President on June 30, 2006

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Determined by the President on June 29, 2021

Determined by the President on March 31, 2023

Article 1 These rules are to set forth the matters necessary for the provision of travel expenses, etc., at Kyoto University (hereinafter referred to as the “University”) based on the provision in Article 10 of the Kyoto University Regulations for the Provision of Travel Expenses (Notification No. 36 of 2006, hereinafter referred to as “Regulations”).

Article 2 In the rules, “Place of XX” means areas covered by municipalities (all areas covered by the special wards in cases where they are located in the special wards of Tokyo) in Japan, and areas equivalent to the above-mentioned areas in foreign countries.

2 In addition to what is provided for in the preceding paragraph, the terms used in the rules shall have the same meanings as the terms used in the Regulations.

Article 3 The types, amount, etc. of travel expenses specified in Article 5 of the Regulations shall be as in the appended tables.

2 From among the transportation expenses under Article 5 of the Regulations, the executive vice-president for finance (hereinafter referred to as “EVP for Finance”) shall separately determine matters necessary for using privately owned vehicles for business purposes and the associated costs, using upper-class cars described in remark 2 of appended Table 1, the accommodation allowances for nights that travelers stay overnight on a plane, etc., described in remark 1 of appended Table 2 and the remark 3 of appended Table 3, and the equivalent-position classifications of Non-Staff Members who are requested to go on business travel described in remark 2 of appended Table 2 and remark 4 of appended Table 3.

Article 4 Travel expenses necessary for relocation shall be provided to persons who have completed the relocation to a new address within three months from the effective date of the order, and dependents who have completed the relocation to a new address within one year from the effective date of the order, when the relocation is applicable to the cases stipulated by the EVP for Finance separately.

Article 5 In the case that Orders for travel are changed or cancelled, and Staff Members, non-Staff Members, or persons responsible for the invitation have already made a payment for the relevant travel, the loss amount shall be provided as travel expenses to the person who paid, or the charges, etc., related to the change or cancellation can be paid as travel expenses to the business operator entrusted with administrative support work of business travel and travel expenses (hereinafter referred to as “Business Operator”), travel agencies, accommodation facilities, etc. (hereinafter referred to as “Business Operator, etc.”).

2 Amounts of travel expenses available to be provided or paid in accordance with the provision of the preceding paragraph shall be those listed in the following items.

- (1) From among the amount paid for reservations to use transportation or accommodation, an amount that cannot be refunded even after following the appropriate refund procedures and a charge paid to change or cancel the reservation.
- (2) When changing or cancelling reservations to use transportation or accommodation of which payment is made to the Business Operator, etc., an amount that cannot be refunded through the necessary refund procedures, or a charge paid to change or cancel the reservation.
- (3) From among the amount paid for changing the address or residence due to a relocation, an amount within the amount equivalent to one-third of the relocation allowance that can be provided based on the Regulations and the rules.

Article 6 In order to receive Orders for travel under the provision of Article 6, Paragraph 1 or 2 of the Regulations, it is necessary to provide specific details, such as the affiliation and name of the business partner, the place to be visited, and the work contents.

2 For requesting business travel, Staff Members of the University who have planned the business travel shall submit an application describing the necessary matters to the president or the head of their department and receive approval from them.

Article 7 Delegation of the authority or decision-making for issuing Orders for travel under Article 6, Paragraph 2 of the Regulations shall be implemented by designating the appropriate person in advance.

Article 8 A person responsible for the invitation under Article 6, Paragraph 4 of the Regulations shall be assigned when it is necessary to provide travel expenses in response to a claim by the person responsible for the invitation in accordance with Article 9, Paragraph 1 of the Regulations in the case of inviting researchers, etc., who are affiliated with overseas universities, research or education institutions, governmental organizations, international partner organizations, or who are living overseas (including those who were or are engaged in management or education and research support at education and research organizations, and including those who have Japanese nationality in either case) to an international conference, international research collaboration project, or other international exchange project organized by the University, or in the case that non-Staff Members travel in Japan or abroad for the purpose of carrying out duties at the request of the University.

2 The person responsible for the invitation shall manage matters related to the business travel, be appointed from among Staff Members of the University who planned the business travel, etc., and be responsible for accounting for travel expenses claimed in accordance with the provision of Article 9, Paragraph 1 of the Regulations. In this case, persons responsible for accounting or cash management may not serve as the person responsible for the invitation.

Article 9 From among payments made to the Business Operator under Article 8, paragraph 2 of the Regulations,

the University shall request payment of the amount related to personal affairs or unrelated to the Regulations (hereinafter referred to as “Private Expenses Amount”) to the person who travels for business (hereinafter referred to as “Business Traveler”). In this case, the Business Traveler who has received the request must pay the Private Expenses Amount to the University in the manner designated by the University.

- 2 In accordance with the proviso of Article 8, Paragraph 3 of the Regulations, when Staff Members or non-Staff Members claim for payment of all or part of travel expensed to travel agencies and accommodations (hereinafter referred to as “Travel Agencies, etc.”), the relevant payment can be made to the Travel Agencies, etc.
- 3 In accordance with the proviso of Article 8, Paragraph 3 of the Regulations, when persons responsible for the invitation claim for payment of all or part of travel expenses to the Travel Agencies, etc., the relevant payment shall be made to the Travel Agencies, etc. If special circumstances exist, however, the payment can be made to the person responsible for the invitation.

Article 10 In addition to what is provided for in the Regulations, travel expenses shall be provided even if Staff Members retire from the University, take a leave of absence, are dismissed, or die during the business travel or travel for a relocation.

- 2 Matters concerning travel expense provision stipulated in the preceding paragraph shall be determined by the EVP for Finance in accordance with the Act on Travel Expenses of National Public Officers (Act No. 114 of 1950).

Article 11 Reports on business travels and relocations, claims for payment of travel expenses, and settlement of travel expenses shall be made through the Business Travel Application Portal.

- 2 In claiming payment of travel expenses under Article 9, Paragraph 1 of the Regulations, a person who has undertaken business travel or relocation, or a person who has applied for business travel or relocation, shall, in principle, report the fact of the business travel within two weeks after the completion of the business travel, or shall report the fact of the relocation promptly after the completion of the relocation.
- 3 The claim procedures for travel expenses under Article 9, Paragraph 3 of the Regulations shall be made at least two weeks prior to the departure date of the business travel. In this case, the travel expenses can be provided by rough estimate.
- 4 When claiming payment of travel expenses under Article 9, Paragraph 1 of the Regulations, the Business Traveler or the person who has applied for the business travel shall report the fact of the business travel within two weeks after the completion of the business travel.
- 5 After the report under the preceding paragraph, the person who has claimed payment of travel expenses under Article 9, paragraph 2 of the Regulations shall immediately go through the procedures for the settlement of travel expenses, and if the settlement results in an overpayment, the person who has received the payment of travel expenses shall return said overpayment without delay.

Article 12 When travel expenses are provided in accordance with the Regulations and the rules, and special circumstances during the travel or the nature of the travel would cause the provision of travel expenses that exceed the actual cost of the travel or are not normally necessary, the portion of the travel expenses that exceed the actual cost of the travel or are not necessary shall not be provided.

- 2 Due to special circumstances during the travel or the nature of the travel, when it is difficult to travel with the travel expenses stipulated in the Regulations and the rules, the necessary amount of travel expenses for the travel may be provided.
- 3 The EVP for Finance shall separately determine matters necessary for the provision of travel expenses, etc., under

the preceding two paragraphs.

Article 13 In addition to what is provided for in the Regulations and the rules, other matters concerning travel expenses provision, etc., at the University shall be determined by the EVP for Finance separately.

2 In the cases described in the preceding paragraph, the EVP for Finance may delegate part of the decision-making authority to an appropriate person, as necessary.

Supplementary Provisions

1. These rules shall be effective as of July 1, 2006.
2. The Kyoto University Rules for the Provision of Travel Expenses for Invited Researchers (determined by the President on September 7, 2004, and hereinafter referred to as the “Rules for Travel Expense Provision for Invited Researchers”) have been abolished.
3. If, prior to the effective date of these rules, researchers have been invited to participate in the University’s international exchange projects, as stipulated in Article 4-1 of these rules based on the former Rules for Travel Expense Provision for Invited Researchers, the former rules shall apply.

[Other supplementary provisions from 2007 to 2010 are omitted.]

Supplementary Provisions (determined by the President in June 2011)

1. These rules shall be effective as of July 1, 2011.
2. Notwithstanding the provisions of the amended Article 8, the forms previously used for travel expense payment claims can be used for the time being.

Supplementary Provisions (determined by the President in March 2013)

1. These rules shall be effective as of April 1, 2013.
2. Notwithstanding the provisions of the amended rules, in the case of a travel order or approval received prior to the effective date of these rules, or the approval of a travel application prior to the effective date of these rules, the travel expenses payment claims can be processed based on the former rules and using the previous forms.

[Other supplementary provisions from 2007 to 2010 are omitted.]

Supplementary Provisions (determined by the President in August 2020)

1. These rules shall be effective as of October 1, 2020.
2. Notwithstanding the provisions of these amended rules, in the case of travel that commenced prior to the effective date of these rules, the travel expenses payment claims shall be processed based on the former rules and using the previous forms.
3. Notwithstanding the provisions of the amended Article 10, in the case of travel that commenced in the period from the effective date of these rules until March 31, 2021, the former rules may be applied regarding the documentation to be attached when claiming the payment of travel expenses.

Supplementary Provisions (determined by the President in January 2021)

1. These rules shall be effective as of April 1, 2021.
2. Notwithstanding the provisions of the amended rules, in the case of travel that commenced prior to the effective date of these rules, the travel expenses payment claims shall be processed based on the former rules.

[Other supplementary provisions from 2007 to 2010 are omitted.]

Supplementary Provisions (determined by the President in June 2021)

These rules shall be effective as of July 1, 2021.

Supplementary Provisions (determined by the President in March 2023)

1. These rules shall be effective as of September 1, 2023.

2. In the case that a trial run of Paragraph 2 of the Supplementary Provisions of the Regulations Partially Amending the Kyoto University Regulations for the Provision of Travel Expenses (Notification No. 19 of 2023) is conducted prior to the date on which the preceding paragraph enters into effect, the president shall simultaneously conduct a trial run of the revised Kyoto University Rules for the Provision of Travel Expenses (hereinafter referred to as the “Revised Rules” in the following paragraph) to handle the travel expenses, etc.
3. Notwithstanding the provisions of the Revised Rules, the provisions then in force shall remain applicable for business travel and relocation ordered before the date of enforcement or commencement of the trial run.

Table 1: Transportation Expenses

Type	Expenses to be paid	Amount
Transportation expenses	Transportation expenses incurred for travel from a place of employment to a destination for work or business, or to travel from an old residence to a new residence for relocation.	
Rail fare	<ol style="list-style-type: none"> 1 Basic rail fare 2 Express charge: in the case of using an express train requiring an extra express charge in addition to the basic rail fare stipulated in 1. 3 Sleeper car fee: fee actually paid to use a sleeper car due to a business necessity. 4 Upper class car fee: in the case of an executive director, dean, or director using a train requiring upper class car fees in addition to the basic rail fare, express charge, and sleeper car fee stipulated in 1–3. 5 Reserved seat charge: in the case of using a train requiring reserved seat charges in addition to the basic rail fare, express charge, sleeper car fee, and upper class car fee stipulated in 1–4. 	Actual costs of railway service
Bus fare	Basic bus fare	
Boat fare	<ol style="list-style-type: none"> 1 Basic boat fare (① In the case of using a boat with three classes of service: upper class fare for executive directors, deans and directors, middle class fare for professors, associate professors, department and division heads, faculty and staff members, and lower class fare for others (who are classified as Others in Tables 2 and 3), ② When using a boat with two classes of fare: upper class fare for executive directors, deans and directors, and lower class fare for those other than executive directors, deans and directors. 2 Sleeper fee: fee actually paid to use a sleeping berth due to a business necessity 3 Special cabin charge: in the case of an executive director, dean, or director using a boat requiring special cabin charges in addition to the basic boat fare and sleeper fee stipulated in 1 and 2. 4 Reserved seat charge: in the case of using a boat requiring a reserved seat charge in addition to the basic ship fare, sleeper fee, and special cabin charge stipulated in 1–3. 	
Air fare	<p>Domestic flight</p> <ol style="list-style-type: none"> 1 Basic air fare 2 Reserved seat charge: in the case of using a flight requiring reserved seat charges in addition to the basic air fare stipulated in 1. <p>International flight</p> <ol style="list-style-type: none"> 1 In the case of using a flight with more than two classes of fare: the highest class fare for the president, a fare other than that equivalent to first class for executive directors (except the president), deans, and directors, and a 	Actual costs of flight

	<p>fare lower than the second highest class for those other than executive directors, deans, and directors.</p> <p>2 In the case of using a flight with two classes of fare: upper class fare for executive directors, deans, and directors, and lower class fare for those other than executive directors, deans, and directors</p> <p>3 In the case of using a flight without any class of fare: basic air fare</p>	
Cost of using a car	In the case that a privately owned car is used for a business purpose, the amount is calculated by multiplying the travel distance by a fixed rate per 1 km.	10 yen per 1 km

Remarks:

1. In cases in which Staff Members are staying at a different location from their place of employment on personal business, or in cases in which Staff Members or non-Staff Members are living near the place of work at the destination, if it is more reasonable and economically efficient to travel from the place where they are staying rather than from their place of employment, they are allowed to travel from the place where they are staying.
2. Regarding upper class car fees stipulated in 4 of the rail fare section, reserved seat charges stipulated in 2 of the domestic flight section, and air fares for persons other than executive directors, deans, and directors stipulated in 1 and 2 of the international flight section, the same criteria as those of deans and directors may be applied limited to the cases in which its use is separately specified as particularly necessary.
3. Regarding the travel distance when using a privately owned car, journeys of less than 1 km shall be rounded down.

Table 2: Daily Allowance and Accommodation Allowance for Domestic Travel

Type	Expenses to be paid	Amount	
Daily allowance	Fixed amount per day multiplied by the number of days of the trip	Executive directors Deans and directors	3,000 yen
		Professors Associate professors Department and division heads	2,500 yen
		Faculty and staff members	2,200 yen
		Others	1,500 yen
Accommodation allowance	Fixed amount per night multiplied by the number of nights of the trip	Executive directors Deans and directors	14,000 yen
		Professors Associate professors Department and division heads	13,000 yen
		Faculty and staff members	10,900 yen
		Others	8,500 yen

Remarks:

1. Except as otherwise provided for, accommodation allowances will not be paid for the night if travelers stay overnight on a plane, train, or ship.
2. In the case that non-Staff Members are requested to take a business travel, the amounts of the daily allowance and accommodation allowance set for Staff Members in equivalent positions to theirs shall be applied. The rules on the classification of Staff Member positions are provided separately.

Table 3: Daily Allowance and Accommodation Allowance for International Travel

Type	Expenses to be paid		Amount		
			Designated cities	Category A locations	Category B locations
Daily allowance	Fixed amount per day multiplied by the number of days of the trip	Executive directors	8,000 yen	7,000 yen	5,000 yen
		Deans and directors			
		Professors	7,000 yen	6,000 yen	5,000 yen
		Associate professors			
		Department and division heads			
		Faculty and staff members	6,200 yen	5,200 yen	4,200 yen
		Others	5,000 yen	4,000 yen	3,500 yen
Accommodation allowance	Fixed amount per night multiplied by the number of nights of the trip	Executive directors	25,000 yen	21,000 yen	17,000 yen
		Deans and directors			
		Professors	22,000 yen	18,000 yen	15,000 yen
		Associate professors			
		Department and division heads			
		Faculty and staff members	19,300 yen	16,100 yen	12,900 yen
		Others	16,000 yen	13,000 yen	10,000 yen

Remarks:

1. The classifications designated cities, category A locations, and category B locations are as defined in Figure 1 below.
2. In the case of traveling to multiple destinations within a single day for which different amounts of daily allowance are set, the higher amount of daily allowance shall be paid.
3. Except as otherwise provided for, accommodation allowances will not be paid for the night if travelers stay overnight on a plane, train, or ship. In this case, notwithstanding the provisions of Table 3, the amount of daily allowance for domestic travel provided in Table 2 shall be applied to the days spent on a plane, train, or ship excluding the day of arrival in a foreign country and the day of departure from a foreign country.
4. In the case that non-Staff Members are requested to take a business travel, the amounts of the daily allowance and accommodation allowance set for Staff Members in equivalent positions to theirs shall be applied. The rules on the classification of Staff Member positions are provided separately.
5. In the case of non-Staff Members affiliated with overseas education and research institutions to who have been invited to Japan (including the case of inviting international non-Staff Members who stay in Japan), the amounts of daily allowance and accommodation allowance for category B locations set for Staff Members in equivalent positions to theirs shall be applied.

Figure 1: Reference

Designated Cities	Category A Locations	Category B Locations
<p>Singapore Los Angeles New York San Francisco Washington Geneva London Moscow Paris Abu Dhabi Jeddah Kuwait Riyadh Abidjan</p>	<p>The locations stipulated in the following (1)–(3), excluding Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyz, Georgia, Croatia, Slovakia, Slovenia, Tajikistan, the Czech Republic, Turkmenistan, Hungary, Bulgaria, Belarus, Poland, Bosnia and Herzegovina, Macedonia, Moldova, Latvia, Lithuania, Romania, and Russia.</p> <p>(1) North America: North American Continent (excluding Mexico and other Central American countries), Greenland, Hawaii, Bermuda and Guam and the islands surrounding the same (excluding the West Indies and the Mariana Islands but not Guam).</p> <p>(2) Europe: European Continent (excluding Azerbaijan, Armenia, Ukraine, Uzbekistan, Kazakhstan, Kyrgyz, Georgia, Tajikistan, Turkmenistan, Belarus, Moldova and Russia, but including Turkey), Iceland, Ireland, Great Britain, Malta and Cyprus and the islands surrounding the same (including the Azores, Madeira, and Canary Islands)</p> <p>(3) Middle East: Arabian Peninsula, Afghanistan, Israel, Iraq, Iran, Kuwait, Jordan, Syria, Turkey, and Lebanon, as well as the islands in that vicinity</p>	<p>Countries and areas other than those listed in category A locations</p>

Table 4: Relocation Compensation for Domestic Travel due to Employment or Transfer to a New Position

Type	Expenses to be paid		Amount					
			Less than 100 km	From 100 to less than 300 km	From 300 to less than 500 km	From 500 to less than 1,000 km	From 1,000 to less than 2,000 km	2,000 km or more
Relocation compensation	Fixed amount based on the travel distance from the old residence to the new residence.	Executive directors Deans and directors	70,000 yen	85,000 yen	110,000 yen	145,000 yen	150,000 yen	190,000 yen
		Professors Associate professors Department and division heads	60,000 yen	75,000 yen	90,000 yen	125,000 yen	130,000 yen	160,000 yen

Remarks: The distance from the old residence to the new residence means the distance from the train station nearest to the old residence to the train station nearest to the new residence.

Table 5: Relocation Compensation for International Travel due to Employment or Transfer to a New Position

Type	Expense to be paid	Amount					
		Category A Areas	Category B Areas	Category C Areas	Category D Areas	Category E Areas	Category F Areas
Relocation compensation	Fixed amount based on the area category of the old residence.	100,000 yen	150,000 yen	210,000 yen	230,000 yen	250,000 yen	270,000 yen

Remarks: Area categories A to F are as defined in Figure 2.

Table 6: Relocation Compensation for Dependents for Domestic Travel due to Employment or Transfer to a New Position

Type	Expense to be paid		Amount
Relocation compensation for dependents	Fixed amount of relocation compensation to be paid to Staff Members for domestic travel by dependents due to relocation of the Staff Member.		The same amount of relocation compensation as that to be paid to the Staff Member as specified in Table 4.
	Fixed amount of relocation compensation for domestic travel due to the relocation of Staff Members, based on the number and classification of dependents.	12 years old or older	Total amount of the actual transportation costs and an amount equivalent to 2/3 (two thirds) of the daily allowance and accommodation allowance to be paid to the Staff Member.
		6 years old to under 12 years old	Total amount of the actual transportation costs and an amount equivalent to 1/3 (one third) of the daily allowance and accommodation allowance to be paid to the Staff Member.
		Under 6 years old	Total amount of the actual flight costs and an amount equivalent to 1/3 (one third) of the daily allowance and accommodation allowance to be paid to the Staff Member. In the case of more than two accompanying children under six years of age, the actual transportation costs, excluding the flight costs, will be added per child in excess of two children.

Remarks:

1. With the exception of special circumstances, relocation compensation for dependents shall only be paid for dependents who complete their relocation to a new residence within one year from the effective employment date, etc. of the relevant Staff Member.
2. Relocation compensation provided to Staff Members due to relocation of their dependents shall be provided once only, regardless of the number of the dependents.
3. Any amount of less than 1 yen shall be rounded down.

Table 7: Relocation Compensation for International Travel by Dependents due to Employment or Transfer to a New Position

Type	Expenses to be paid	Amount	
Relocation compensation for dependents	Fixed amount of relocation compensation to be paid to Staff Member for international travel by dependents due to relocation of the Staff Member.	The same amount of relocation compensation as that to be paid to the Staff Member as specified in Table 5.	
	Fixed amount based on the number and classification of dependents as relocation compensation for international travel due to relocation of Staff Member.	12 years old or older	Total amount of the actual transportation costs and an amount equivalent to 2/3 (two thirds) of the daily allowance and accommodation allowance to be paid to the Staff Member.
		Under 12 years old	Total amount of the actual transportation costs and an amount equivalent to 1/3 (one third) of the daily allowance and accommodation allowance to be paid to the Staff Member.

Remarks:

1. With the exception of special circumstances, relocation compensation for dependents shall only be paid for dependents who complete their relocation to a new residence within one year from the effective employment date, etc. of the relevant Staff Member.
2. Relocation compensation provided for Staff Members due to relocation of their dependents shall be provided once only, regardless of the number of the dependents.
3. Any amount of less than 1 yen shall be rounded down.

Table 8: Miscellaneous travel expenses

Type	Expenses to be paid	Amount
Miscellaneous travel expenses	Expenses for a business travel including: Airport usage fee Passport application fee Visa application fee Immunization fee Landing and departure tax Ticketing service fees Electronic travel authorization (ESTA, etc.) application fee Commission fee Other expenses required for the business travel	Actual costs