

○ National University Corporation Kobe University Regulations on Handling Travel Expenses
(Established on April 1, 2004)

Revised on: April 1, 2005 March 31, 2006
March 30, 2007 March 31, 2010
March 31, 2011 March 31, 2015

Chapter 1 General Provisions

(Purpose)

- Article 1 The purpose of these Regulations is to provide for necessary matters concerning the travel expenses paid to Officers, staff members, non-regular staff members (hereinafter referred to as "Staff Members") and persons other than Staff Members who travel for the purpose of business of the National University Corporation Kobe University (hereinafter referred to as the "University") and smooth work operation, under the provisions of Article 52 of the National University Corporation Kobe University Accounting Rules (established on April 1, 2004).
- 2 Except where separately prescribed, the provisions of these Regulations will apply to the payment of travel expenses by the University to Staff Members and other persons.
- 3 The travel expenses disbursed to crew working on board vessels owned by the University, and Staff Members other than the crew who are on board the vessels for purposes such as education or research, and students who are on board the vessels for classes shall be prescribed separately.

(Definition of Terms)

- Article 2 In these Regulations, the term listed in each of the following items shall have the meaning defined in each of those items.
- (1) Officers refer to persons subject to the National University Corporation Kobe University Regulations on Compensation for Officers (established on April 1, 2004).
 - (2) Domestic Travel refers to travel in Japan.
 - (3) International Travel refers to travel between Japan and another country and travel in foreign countries.
 - (4) Business Trip means temporary travel by Staff Members of the University away from their Employment Location (refers to the location of the Department, etc. the staff member works at; the same applies hereinafter) to carry out University operations, or temporary travel by other persons away from their Employment Locations or address or residence to carry out work requests by the University.
 - (5) Assumption of Position means travel for the purpose of employment of newly employed Staff Members (excluding non-regular staff members) in the course of relocating to their Employment Location from their address or residence, or, in the case of a staff member who has accepted a job assignment to a new Employment Location, travel from the old Employment Location to the new Employment Location."
 - (6) Dependent Relatives mean the spouse (including a person who has not registered their marriage but has a relationship similar to a de facto marital relationship therewith; the same applies hereinafter), child, father, mother, grandchild, grandfather, grandmother, and siblings who depend on the Staff Member's income for his or her livelihood
 - (7) Surviving Family means the spouse, children, parents, grandchildren, grandparents and siblings of Staff Members, as well as other relatives who were part of the Staff Member's household at the time of their death."
 - (8) Traveler means a Staff Member or a person other than a Staff Member who is traveling or who traveled under travel orders prescribed in Article 4, or a Dependent Relative or Surviving Family that travels or traveled and is paid travel expenses pursuant to paragraph 3 of the following Article.

2 The term "Location" as used in these Regulations means the areas covered by municipalities (for areas within the special wards of the metropolis, all areas covered by the special wards) in Japan and areas equivalent to these areas in foreign countries.

(Scope of Application)

Article 3 Where a Staff Member undertakes a Business Trip or Assumption of Position, travel expenses will be paid to the said Staff Member.

2 Travel expenses will be paid to other persons who travel at the request of the University to assist with carrying out the work of the University.

3 Where a Staff Member has died during domestic travel for a Business Trip or Assumption of Position, travel expenses will be paid to the Surviving Family of the said Staff Member.

4 In addition to cases subject to the provisions of the preceding three paragraphs, when there is a need to travel in cases set forth separately, travel expenses shall be disbursed.

5 Where the Travel Order of a person who is eligible for the payment of travel expenses under the Regulations has been changed, canceled, or the person has died prior to departure, when a sum has been paid or must be paid for that travel, the amount of that sum lost by that person may be paid as travel expenses.

6 Where all the budgeted money that had been paid to a person as prescribed in these Regulations who is eligible for the payment of travel expenses is lost due to an accident involving public transportation or a natural disaster, or through other reasons through no fault of his or her own while traveling, the travel expenses (hereinafter referred to as "Provisional Payment") for the purpose of completing the travel after the money is lost may be paid as travel expenses; where a part of the money is lost, the amount after deducting the travel expenses that were not lost may be paid as travel expenses.

7 If a Provisional Payment was not received, the provisions of the preceding paragraph shall apply mutatis mutandis.

(Travel Orders, etc.)

Article 4 The travel listed in each of the following items must be carried out in accordance with a travel request or travel order (hereinafter referred to as "Travel Order, etc.") issued by the President.

(1) Travel that falls under the provisions of the paragraph 1 of the preceding Article: Travel Order

(2) Travel that falls under the provisions of the paragraph 2 of the preceding Article: Travel Request

2 The President may delegate the authority to give Travel Orders, etc. to a Staff Member of the faculty pursuant to provisions set forth separately.

3 The President or the person to whom authority has been delegated (hereinafter referred to as "Travel Order Issuer") must notify the said Traveler if the Travel Order, etc. is changed after accepting a request from the traveler (including cancellation; the same applies hereinafter.)

4 If the Travel Order Issuer gives a Travel Order, etc. or changes a travel order, matters concerning the said travel must be recorded in the travel order book or travel request book (hereinafter referred to as "Travel Order Book, etc.") and shown to the said Traveler. However, if there is insufficient time to record the matters concerning the said travel in the Travel Order Book, etc. and show it to the said Traveler, the travel order may be issued or changed verbally.

5 If the Travel Order Issuer gave travel orders verbally, or if the travel order is changed, he or she must promptly record the matter concerning the said travel in the Travel Order Book, etc. and show it to the said Traveler.

(Non-Compliant Travel Order, etc.)

Article 5 Where the Traveler is unable to travel in accordance with a Travel Order, etc. (including travel order that has been changed pursuant to paragraph 2 of the preceding Article, the same applies hereinafter in this Article) due to business necessities, natural disasters or other unavoidable circumstances, an application to change the Travel Order, etc. must be submitted to the Travel Order Issuer in advance.

2 Where the Traveler is unable to spare time to apply to change to the Travel Order, etc. under the provisions of the preceding paragraph, the traveler must apply to the Travel Order Issuer to change the Travel Order, etc. promptly after undertaking the non-compliant travel order, etc.

3 Where the Traveler has not applied to change the Travel Order, etc. under the provisions of the preceding two paragraphs, or did apply but the change was not approved, when the Traveler has undertaken non-compliant travel order, etc., travel expenses may only be paid for the travel that was compliant with the Travel Order, etc.

(Calculation of Travel Expenses)

Article 6 Travel expenses shall in principle be calculated based on travel expenses when traveling by the most economical, normal route and method. However, if it is difficult to travel by the most economical, normal route or method due to business necessities, natural disasters or other unavoidable circumstances, travel expenses shall be calculated based on the actual route and method taken.

Article 7 The number of travel days according to the travel calculations shall be based on the number of days actually required for travel, excluding the cases that fall under the provisions of paragraph 3. However, in addition to the exclusion of the number of days required for business necessities or natural disasters and other unavoidable matters, the number of days calculated may not exceed 400km per day for travel by rail, 200km per day for travel by water and 50km per day for travel by land.

2 When there is a fraction of a day in the number of days counted pursuant to the provisions of the proviso in the preceding paragraph, it shall be rounded up to 1 day.

3 For cases that fall under the provisions of Article 3, paragraph 3, the number of travel days according to the travel calculations shall be the number of days calculated pursuant to the provisions of the proviso of paragraph 1 and the preceding paragraph.

(Payment of Travel Expenses and Settlement Procedure)

Article 8 Travel expenses shall be disbursed based on the Travel Orders, etc. However, for parts where the necessary documents were not submitted for the calculations and settlement of travel expenses, disbursements may not be made.

2 Travelers who received disbursements of travel expenses pertaining to Provisional Payments must settle the travel expenses under the provisions of the preceding paragraph for the said travel within the stipulated period after the said travel is completed.

3 Any overpayment in the settlement as prescribed by the provisions of the preceding paragraph must be repaid by the Traveler within the stipulated period.

4 Necessary documents for the calculations and settlement of travel expenses as prescribed in paragraph 1 shall be provided for separately.

(Reporting)

Article 9 When the travel is completed, the necessary reports must be made promptly.

(Travel Expenses for Persons other than Staff Members)

Article 10 The provisions of Articles 6, 7, 11 through 18, 22, 24 through 29, 33 and 34 shall apply mutatis mutandis to travel expenses disbursed pursuant to the provisions of Article 3, paragraph 2.

Chapter 2 Travel Expenses for Domestic Travel

(Types of Travel Expenses for Domestic Travel)

Article 11 The types of travel expenses for Domestic Travel shall be as listed in each of the following items.

- (1) Train fare
- (2) Ship fare
- (3) Airfare
- (4) Carfare
- (5) Daily allowance
- (6) Accommodation allowance
- (7) Meal allowance
- (8) Relocation allowance
- (9) Settling-in allowance
- (10) Dependent relocation allowance

(Train Fare)

Article 12 Train fares shall be the fares required to board a train, express charges, reserved seat charges and green car supplemental charges (limited to cases where green car supplemental charges are disbursed to persons invited who have been approved by the President or the Travel Order Issuer).

2 Express charges shall be disbursed when traveling on routes where the special express trains or the normal express trains run on. However, excluding unavoidable situations due to business necessities, the special express charges shall be disbursed for one-way journeys of 100km or more, and the normal express charges shall be disbursed for one-way journeys of 50km or more.

3 Reserved seat charges may be disbursed if the trip is made on routes where the special express trains or the normal express trains run on and where one-way travel is 100km or more.

4 Green car supplemental charge may be disbursed for one-way travel that is 100km or more.

(Ship Fare)

Article 13 Ship fares shall be the fares required to board a boat, reserved seat charges and special cabin charges (limited to cases where special cabin charges are disbursed to persons invited who have been approved by Officers or the Travel Order Issuer).

2 Reserved seat charges will be disbursed when traveling on the route taken by the vessels with reserved seating.

3 Where passenger fares are divided into 3 classes, the fares shall in principle be of the lowest class (second highest class for Officers).

4 Where passenger fares are divided into 2 classes, the fares shall in principle be of the lowest class (highest class for Officers).

5 In cases that fall under the provisions of paragraph 3 and the preceding paragraph, where travel is undertaken on a vessel with a fare class that is further divided into two or more sub-classes, the fare under each of the said paragraph will be the highest fare sub-class within that class.

(Airfare)

Article 14 Airfares shall be the actual passenger fares paid.

(Carfare)

Article 15 Carfares shall be disbursed for the actual expenses when automobiles, etc. are used due to business necessity.

(Daily Allowance)

Article 16 Daily allowance is based on a fixed amount per day in Appended Table 1 in accordance with the number of days spent traveling. However, where a Traveler stays in the same area (meaning an area under the area classifications provided for in Article 2, paragraph 2, ; the same applies hereinafter), where the number of days where the stay exceeds 30 days counting from the day after the arrival date at the said area, the fixed amount per day shall be equivalent to 90% of the standard daily amount provided in Appended Table 1; Where the stay exceeds 60 days counting from the day after the arrival date, the fixed amount per day shall be an amount equivalent to 80% of the standard daily amount provided in Appended Table 1.

2 The number of days of temporary Business Trips to other locations while staying in the same area shall be excluded from the number of days of stays under the preceding paragraph.

(Accommodation Allowance)

Article 17 Accommodation allowance is based on a fixed amount per night in the Appended Table 1 in accordance with the classification of the accommodation and the number of nights spent traveling. However, if a Traveler stays in the same area, where the number of days where the stay exceeds 30 days counting from the day after the arrival date at the said area, the amount shall be an amount equivalent to 90% of the standard amount provided in Appended Table 1; Where the stay exceeds 60 days counting from the day after the arrival date, the fixed amount per day shall be an amount equivalent to 80% of the standard daily amount provided in Appended Table 1.

2 The number of days of temporary Business Trips to other locations while staying in the same area shall be excluded from the number of days of stays under the preceding paragraph.

(Meal Allowance)

Article 18 The amount of the meal allowance will be according to the standard amounts in Appended Table 1.

2 Meal allowance will be paid, limited to where a meal allowance is required in addition to the ship fare or airfare, or where a ship fare or airfare is not required, but a meal allowance is required.

(Relocation Allowance)

Article 19 Relocation allowance shall be disbursed for the actual expenses with the amount in Appended Table 2 as an upper limit for the transportation costs for household goods, packing and unpacking fees (including labor costs) in the relocation of abode or residence in association with Assumption of Position.

2 If Dependent Relatives of the relocated Staff Members do not relocate at the time of the Assumption of Position, the amount of the relocation expenses shall be limited to the amount equivalent to one-half of the sum amount stipulated in Appended Table 2.

3 Where Dependent Relatives are not relocated at the time of relocation, but will be relocated within one year from the day after the day on which the Assumption of Position is ordered, the amount of the relocation expenses shall be disbursed for the actual expenses with an upper limit being the amount whereby the amount that has already

been paid in association with the Assumption of Position is deducted from the amount stipulated in Appended Table 2.

(Settling-in Allowance)

Article 20 In the case where relocation of the abode or residence accompanies an Assumption of Position, the settling-in allowance shall be 5 days of the standard amount of daily allowance under Appended Table 1 and 5 nights of the standard amount of accommodation allowance under Appended Table 1.

2 Notwithstanding the provision of the preceding paragraph, the amount of settling-in allowance in the cases set forth in the following items shall be the amounts specified in the respective items.

- (1) An amount equivalent to 2 days of the standard amount of daily allowance under Appended Table 1 and 2 nights of the standard amount of accommodation allowance under Appended Table 1 when the Traveler occupies the University dormitory or equivalent lodging facilities or his or her own home directly after arriving at the employment location
- (2) An amount equivalent to 3 days of the standard amount of daily allowance under Appended Table 1 and 3 nights of the standard amount of accommodation allowance under Appended Table 1 when the relocation distance associated with the Assumption of Position is less than 50km
- (3) An amount equivalent to 4 days of the standard amount of daily allowance under Appended Table 1 and 4 nights of the standard amount of accommodation allowance under Appended Table 1 when the relocation distance associated with the Assumption of Position is 50 km or more but less than 100km

(Dependent Relocation Allowance)

Article 21 The amount of the dependent relocation allowance shall be, where Dependent Relatives will accompany the Staff Member from the old Employment Location (for newly employed Staff Members, the residence prior to reassignment shall be considered as the old employment location) to the new employment location at the time of the Assumption of Position, the total of the amounts listed in each of the following items, per dependent at the time the Assumption of Position is ordered, in accordance with the age of the Dependent Relatives at the time of the relocation.

- (1) For persons 12 years of age and older, an amount equivalent to the said Staff Member's actual cost of train fare, ship fare, airfare and carfare, and the amount equivalent to 2/3 of the daily allowance, accommodation allowance, and settling-in allowance
- (2) For persons less than 12 years of age (including unborn children on the day the Assumption of Position was ordered; the same applies hereinafter), an amount equivalent to the said Staff Member's actual cost of train fare, ship fare, airfare and carfare, and the amount equivalent to 1/3 of the daily allowance, accommodation allowance, and settling-in allowance

2 Where Dependent Relatives are not relocated at the time of the Assumption of Position, but will be relocated within one year from the day after the day on which the Assumption of Position is ordered, an amount equivalent to the amount provided for in Article 18 and the preceding paragraph shall be disbursed.

3 When calculating the amount of daily allowance, accommodation allowance, meal allowance and settling in allowance pursuant to the provisions of paragraph 1, any amounts under 1 yen will be rounded down to the nearest yen.

(Short-Distance Travel)

Article 22 Travel to neighboring areas listed in Appended Table 3 (including travel by Automobile, etc.) shall in principle be day trips, and actual expenses limited to train fare, ship fare and carfare shall be disbursed. However, where accommodation is required due to business necessity or natural disasters or other unavoidable circumstances, a daily allowance and accommodation allowance will be disbursed pursuant to Articles 16 and 17.

(Travel Expenses for Surviving Family)

Article 23 Travel expenses disbursed pursuant to the provisions of Article 3, paragraph 3 shall be the travel expenses equivalent to what the said Staff Member would require for the round trip between the place of death of the said Staff Member to his or her work location and the necessary stay.

Chapter 3 Travel Expenses for International Travel

(Types of Travel Expenses for International Travel)

Article 24 The types of travel expenses for International Travel shall be as listed in each of the following items.

- (1) Train fare
- (2) Ship fare
- (3) Airfare
- (4) Carfare
- (5) Daily allowance
- (6) Accommodation charges
- (7) Meal allowance
- (8) Relocation allowance
- (9) Settling-in allowance
- (10) Dependent relocation allowance
- (11) Incidentals allowance

(Train Fare)

Article 25 Train fares shall be disbursed for the actual expenses of fares required for boarding the train, express charges, and berth charges.

2 When the passenger fares are classified into 3 or more grades, the fares shall be of the second highest grade (Officers shall have the highest grade of fares.)

3 When the passenger fares are classified into 2 grades, the fares shall be of the highest grade.

4 When there are no classification of passenger fares, the fares shall be the amount required for boarding the train.

(Ship Fare)

Article 26 Ship fares shall be disbursed for the actual fares paid for boarding the ship and the actual sleeping berth fares.

(Airfare)

Article 27 Airfares shall be disbursed for the actual passenger fares paid.

2 Where passenger fares are divided into 2 or more classes, the fares shall in principle be that of the lowest class (second highest class for Officers). However, the fares may be of the second highest class pursuant to the provisions prescribed separately.

(Carfare)

Article 28 Carfares shall be disbursed for the actual expenses when automobiles, etc. are used due to business necessity.

(Daily Allowance, Accommodation Allowance and Meal Allowance)

Article 29 The amount of daily allowance and accommodation allowance shall be the standard amount provided in Appended Table 4 in accordance with the class of the travel destination. However, if a Traveler stays in the same area, where the number of days where the stay exceeds 30 days counting from the day after the arrival date at the said area, the amount shall be an amount equivalent to 90% of the standard amount provided in Appended Table 4; Where the stay exceeds 60 days counting from the day after the arrival date, the fixed amount per day shall be an amount equivalent to 80% of the standard daily amount provided in Appended Table 4.

2 The number of days of temporary Business Trips to other locations while staying in the same area shall be excluded from the number of days of stays under the preceding paragraph.

3 The amount of the meal allowance will be according to the standard amounts in Appended Table 4.

(Relocation Allowance)

Article 30 The amount of the relocation allowance, where Dependent Relatives (limited to Dependent Relatives as at the day on which the Assumption of Position was ordered; the same applies hereinafter in this Article) accompany a Staff Member from the old Employment Location to the new Employment Location at the time of the Assumption of Position, will be according to the distance between the old Employment Location (for Staff Members newly employed, the abode prior to Assumption of Position shall be considered to be the old Employment Location.) and the new Employment Location, and the actual expenses for the transportation cost of household goods, packing and unpacking costs (including labor costs) shall be disbursed with the amount provided in Appended Table 5 being the upper limit. However, disbursements will not be made for parts where the payment is deemed to be unreasonable.

2 If Dependent Relatives of the relocated Staff Members do not accompany the Staff Member at the time of the Assumption of Position, the amount of the relocation expenses shall be limited to the amount equivalent to one-half of the sum amount stipulated in the preceding paragraph.

3 The relocation allowance in a case where Dependent Relatives do not accompany the Staff Member at the time of the new posting travel, but that falls under the provisions of Article 32, paragraph 1, item (2), and Dependent Relatives are brought to or returned to Japan will be the amount where an amount equivalent to the relocation allowance if the provisions of the preceding paragraph were applied, deeming that the Staff Member relocated to the Employment Location from the residential location without accompanying dependent relatives, is deducted from an amount equivalent to the relocation allowance if the provisions of paragraph 1 were applied, deeming the Dependent Relatives to have accompanied the Staff Member at the time of the Assumption of Position from the said residential location to the Employment Location.

(Settling-in Allowance)

Article 31 In the case where relocation of the abode or residence accompanies an Assumption of Position overseas, the settling-in allowance shall be 10 days of the standard amount for the daily allowance corresponding to the classification of the area covering the new employment location under Appended Table 4 and the standard amount for 10 nights' accommodation allowance.

(Dependent Relocation Allowance)

Article 32 Dependent relocation allowance will be paid in cases falling under any one of the following items.

- (1) When Dependent Relatives receive approval from the President and accompany the Staff Member from the old Employment Location to the new Employment Location;
- (2) When during the employment of a staff member overseas, Dependent Relatives receive approval from the President, and are brought to the Employment Location, or brought home to Japan, limited to once per Employment Location;
- (3) When after a Staff Member undertakes Assumption of Position to a foreign country from Japan, Dependent Relatives receive approval from the President, and are relocated from their residential location as of the day on which the Assumption of Position was ordered to another location within Japan, limited to once within one year from the day after the day on which the Assumption of Position was ordered.

2 The dependent relocation allowance shall be the total of the amounts provided for in each of the following items, per accompanying Dependent Relative as of the time of the day on which the Assumption of Position was ordered, in accordance with the age of the dependent relative at the time of the Assumption of Position.

- (1) For spouses, an amount equivalent to the said Staff Member's actual cost of train fare, ship fare, airfare and carfare during the relocation, and the amount equivalent to 2/3 of the daily allowance, accommodation allowance, and settling-in allowance;
- (2) For children under 12 years of age, an amount equivalent to the said Staff Member's actual cost of train fare, ship fare, airfare and vehicle fare during the relocation, and the amount equivalent to 1/3 of the daily allowance, accommodation allowance, and settling-in allowance.

3 The provisions of Article 21, paragraph 3 will apply mutatis mutandis to the calculation of the amount of the dependent relocation allowance in accordance with the provisions of the preceding paragraph.

(Incidentals Allowance)

Article 33 Incidentals allowance shall be disbursed for the actual expenses listed for the following items.

- (1) Traveler's vaccination cost
- (2) Visa processing fee
- (3) Departure tax and entry tax
- (4) Passenger service facility charge
- (5) Agency fee for the purpose of obtaining a visa (portion paid to the travel company)
- (6) Health examination fee for the purpose of obtaining a visa
- (7) Other things approved as miscellaneous travel expenses by the Executive Vice President appointed by the President (hereinafter referred to as "Executive Vice President Responsible")

Chapter 4 Miscellaneous Provisions

(Adjustment to Travel Expenses)

Article 34 The Executive Vice President Responsible may partially reduce the amount to be disbursed in cases where travel expenses to be paid under these Regulations is deemed inappropriate due to the special circumstances of the travel or the nature of the travel.

2 Where the Executive Vice President Responsible has paid travel allowances prescribed in these Regulations, where this would mean paying travel allowances that unreasonably exceed the actual travel expenses or that are not normally required, the payment of travel allowances for the portion that exceeds the actual travel expenses or the portion that is not required may be declined.

- 3 The Executive Vice President Responsible may increase the amount to be disbursed in cases where travel using the travel expenses prescribed in these Regulations is deemed to be difficult due to the special circumstances of the travel or the nature of the travel.
- 4 Staff Members shall be paid a reduced amount of travel expenses if the entire travel expenses or a part of it is paid by an external organization.
- 5 The Travel Order Issuer shall deliberate treatment of difficult travels pursuant to these Regulations with the Executive Vice President Responsible.

(Miscellaneous Provisions)

Article 35 Necessary matters concerning travel expenses in addition to what is prescribed in these Regulations will be prescribed separately.

Supplementary Provisions

These Regulations come into force on April 1, 2004.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 31, 2015)

These Regulations come into force on April 1, 2015

Appended Tables 1 to 5 are omitted.