

Ritsumeikan University Financial Aid for
Intercultural Exchange
Handbook for Implementing Financial Aid

Ritsumeikan University International Center
<AY2021 Spring Semester>

<<Table of Contents>>

I . Schedule	p.3
II . Procedures and notes from application to decision of acceptance	p.4
III . Procedures and notes from acceptance to transfer of financial aid	p.8
IV . When you need help	p.9
V . Documentation (application documents, attachments)	p.11
VI . Treatment of receipts	p.13
VII . Calculation method of financial aid and treatment of income	p.16
VIII . Expenditure	p.17

I. Schedule

The Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter the “Financial Aid for Intercultural Exchange”) is scheduled to be administered according to the schedule below.

*Events may be awarded financial aid whether or not the applicant or group applying are requested to participate in an interview.

*Note that the schedule may be changed depending on the status of selection process.

1. Flow from application to decision of acceptance

Date	Schedule
2021 From May 14 (Fri) to 17:00 on May 20 (Thu)	Submission of application documents (indicated below) <ul style="list-style-type: none"> • AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form (Form 1) (hereinafter “Application Form”) • Documents proof regarding expected income/expenditures
From mid-late May	Screening of documents
<u>Applicants granted award without being asked to participate in an interview</u>	
(Thu) June 10 (scheduled)	Representative will be contacted with results *In principle, applicants (the representative in case of group applications) will be contacted via their <u>university e-mail address</u> .
June 14 (Mon) English 12:20-12:50 June 15 (Tue) Japanese 12:20-12:50	Financial Aid selectee Guidance Session
<u>Applicants granted award who are asked to participate in an interview</u>	
(Thu) June 3 – (Fri) June 4 (scheduled)	Representatives selected to proceed to the interview stage will be contacted *In principle, applicants (the representative in case of group applications) will be contacted via their university e-mail address.
(Mon) June 7 – (Thu) June 10	Interview
(Thu) June 17 (scheduled)	Representative will be contacted with results *We will inform applicants (the representative in case of group applications) of the financial aid approval or rejection results via manaba+R.
(Fri) June 18 or later	Financial Aid selectee Guidance Session VOD *The Guidance Session(s) held on 6/14 and/or 6/15 will be postd online for viewing. Questions will be accepted via email.

2. Flow from decision of acceptance to transfer of financial aid

Date	Schedule
From June 21 (Mon) to June 30 (Wed)	Submission of documents indicated below <ul style="list-style-type: none"> • Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange (Form 3) (hereinafter “Transfer Account Form”)
April 1 (Mon), 2021 to February 7 (Mon), 2022	Event is held

Within one week of the event being held *For events held on multiple dates, the following may be submitted after the conclusion of one event	Submission of hardcopy/data documents indicated below <ul style="list-style-type: none"> • Form for Attaching Receipts (Form C) (hereinafter “Form for Attaching Receipts”) • Form I (members list) • Request for Reimbursement of Personal Advance Payment *In addition to the above, submit any other documents necessary for requesting payment of financial aid.
Within one month following submission of the above documents	Transfer of financial aid to designated account
Within one month following the financial aid award decision	<ul style="list-style-type: none"> • Form A (income/expenditures and reimbursement request) • Form B (event report)

II. Procedures and notes from application to decision of acceptance

The flow, necessary procedures, etc., from application to decision of acceptance of the financial aid are as follows.

Flow	Procedures and notes
Submission of application documents	<p>Make sure to read the following documents carefully before preparing application documents.</p> <ul style="list-style-type: none"> • AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Application Guidelines (hereinafter “Application Guidelines”) • Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid (hereinafter “Handbook”) • Ritsumeikan University Financial Aid for Intercultural Exchange Regulations (hereinafter “Regulations”) <p>Regarding the filling out of application documents, please refer to “Notes on Preparing Application Documents” on the next page.</p>
Screening of documents	<p>Selection will be conducted based on submitted application documents. Check the Application Guidelines for details of the selection criteria, etc.</p>
Interview	<ul style="list-style-type: none"> • Interviews will be conducted in cases where, based on submitted application documents, an interview examination is deemed necessary in addition to the screening of documents. • Relevant applicants (the representative in case of group applications) will be contacted about the details of the interview via their university e-mail address.
Announcement of successful applicants/groups for financial aid	<ul style="list-style-type: none"> • We will inform applicants (the representative in case of group applications) of the results of approval or rejection of financial aid via manaba+R. • Depending on planned activity, applicants may be given “conditional” approval. In such cases, perform the prescribed procedures following the instructions of the International Center. • - <u>We cannot answer any inquiries regarding selection results.</u>
Financial Aid Selectee Guidance Session	<ul style="list-style-type: none"> • A guidance session will be held for applicants and groups approved as selectees for financial aid. (Details will be notified upon announcement of acceptance) • Applicants selected for the financial aid must attend the guidance session to be officially approved as a recipient. (Applicants selected but who do not attend the guidance session will not receive financial aid.) • The applicant for the financial aid must attend unless there are special unavoidable reasons why they cannot, for example, if they need to attend class, academic training, a convention, etc. If the applicant is unable to

	<p>attend, a representative may attend in their place. In such an event, make sure to inform the International Center that a representative will attend by the date prescribed by the university.</p> <ul style="list-style-type: none"> • Applicants who have received notification of their approval as selectees must inform the International Center as to whether or not they can attend the guidance session by the date prescribed by the university. • Applicants who will be unable to attend the guidance session must consult with the International Center by the date prescribed by the university.
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Notes on Preparing Application Documents

● Thoroughly consider the following when planning your event and preparing application documents for Financial Aid for Intercultural Exchange.

Topic	Some Examples of Points to Consider
Date and Time	<ul style="list-style-type: none"> • Is it during the exam period? (noise restrictions in place) • Is the date & time convenient for participants? (attracting participants)
Place	<ul style="list-style-type: none"> • Is the place appropriate for the kind of event being planned? (Will it be possible to hold the event there in the event of bad weather?) • Is it possible to book the location for the date & time being considered?
Participants	<ul style="list-style-type: none"> • What is the main target group? • Does the target group have any special characteristics (religion, ideology, etc.) which should be taken into consideration?
Event Activity	<ul style="list-style-type: none"> • Is this an easy to join event from the perspective of potential participants? • Is the planned event unique and attractive?
Management	<ul style="list-style-type: none"> • Is the management structure in place capable of running the event?
Schedule	<ul style="list-style-type: none"> • Is the planned schedule realistic?
Advertising	<ul style="list-style-type: none"> • Has adequate consideration been given to creating an effective advertising strategy for attracting main target group participants?
Safety and Risk Management	<ul style="list-style-type: none"> • Has ample consideration been given to risk management and ensuring the safety of both event organizers and participants from event start through finish (including enrollment in the appropriate insurance)? • If the event is to be held online, has thought been given to how to protect participants' personal information?
Budget	<ul style="list-style-type: none"> • Have estimated income/expenditures been calculated based on objective and rational view of factual proof? • Have the quantity of goods and services required to carry out the event been estimated accurately? • Do you have the means to cover the cost of all required expenses up front, until the time financial aid can be transferred?

● If your event plan consists of multiple event sessions carried out across multiple days, all with the same overall objective, you may submit one application instead of individual applications for each scheduled date. However, the following instructions for document submission must be observed.

Planned Event	Application Documents
If holding multiple sessions, which are all or mostly identical, of the same event	If all or part of one event is different from the others, make mention of the different event, and which part or parts will be different.
If holding multiple sessions, which are each unique, of the same event	Submit a separate application for each event session. If all or part of one event is different from the others, make mention of the different event, and which part or parts will be different.

• **Regarding Covid-19**

Notes	Things to keep in mind
<u>Hold the event with consideration given to the BCP level</u>	<p><u>Events held in AY2021 must have ample measures in place to prevent the spread of Covid-19.</u></p> <p><u>You must describe any changes to the event and expected income and expenditures in case the BCP level on the date of the event is different from that when the application is submitted. (If no changes will be made/occur, indicate that in your application.)</u></p> <p><u>Further, you must describe in detail the measures you will have in place to prevent the spread of Covid-19.</u></p>

• **Regulations according to the “Ritsumeikan University Action Guidelines in Response to COVID-19 (Business Continuity Plan)” BCP level currently in effect**

On April 19, 2021 the university's BCP level was upgraded to level 3, with faculty, staff and students being requested to take more stringent anti-spread safety precautions, and events, etc. moving online. Please understand that in the event that the BCP level rises again in the future, for the sake of safety the university may request that events be cancelled even if they have already been approved for award of Financial Aid for Intercultural Exchange.

Ritsumeikan University Action Guidelines in Response to COVID-19 (Business Continuity Plan)

<http://en.ritsumei.ac.jp/file.jsp?id=459354&if=.pdf>

-Events when BCP level is level 2 or greater

Online events allowed, only. Face-to-face events including events held off-campus are not permitted.

Examples:

Lectures/seminars given by a guest speaker and held online.

Audio and or audio-visual online exchange events using SNS, etc.

Online events with food and drink, or where participants make crafts, in which each individual participates from their home, etc. *Provided that both Covid-19 prevention measures *and* appropriate food safety and hygiene measures are in place. Measures will be carefully reviewed and will affect the decision of award of financial aid.

*For online events, ample consideration must be given to avoid the “Three Cs” at the location of the event holders who are recording and or live-streaming.

-Events when BCP level is level 1

Face-to-face in-person events are permitted and may be granted financial aid provided that (1) masks are to be worn throughout, (2) food and drink are not permitted, (3) social distancing is practiced throughout, (4) measures are in place to avoid the “Three Cs”. Events held online are also acceptable and may be awarded.

-Events when BCP level is 0 (BCP level no longer in effect)

If the BCP level is no longer in effect, provided that reasonable Covid-19 prevention measures are in place, events along the lines of those which were acceptable prior to the pandemic will be acceptable.

This is provided that the financial aid application which is approved for award describes a scenario for how the event will be held if a BCP level is no longer in effect (i.e. BCP level 0).

●Other Financial Aid of the university which cannot be received in conjunction with the Financial Aid for Intercultural Exchange

• Financial Aid for Development of a Learning Community

As denoted in the Regulations, an activity identical in objective and content as one which has been selected for support provided by the Financial Aid for Development of a Learning Community is ineligible to receive Financial Aid for Intercultural Exchange.

• Ritsumeikan University +R Alumni Future Human Resource Development Scholarship (Development Aid)

According to the Ritsumeikan University +R Alumni Future Human Resource Development Scholarship (Development Aid) Regulations, if the activity is the same as one receiving said scholarship, it is deemed ineligible to receive Financial Aid for Intercultural Exchange during the same academic year.

• Otherwise, activities receiving any other financial aid of which their regulations stipulate that the Financial Aid for Intercultural Exchange may not be received at the same time are ineligible to receive Financial Aid for Intercultural Exchange.

III. Procedures and notes from acceptance to transfer of financial aid

The flow, necessary procedures, etc., from after the decision of acceptance to transfer of the financial aid are as follows.

Flow	Necessary procedures, etc.
Submission of the Transfer Account Form	<ul style="list-style-type: none"> Notify us of the account to which the financial aid is to be transferred with the Transfer Account Form. The notified account should be one which belongs to an undergraduate student or graduate student enrolled in a regular program at Ritsumeikan University as of the time of submission of the Transfer Account Form. <p>However, the account holder must be the successful applicant in cases of individual recruitment, or a group member who was registered at the time of application for the financial aid in cases of group recruitment.</p> <p>*In cases of group application, we recommend that you notify us of an account belonging to the representative, deputy representative, or treasurer.</p> <p>*Write the name of the person whose account the financial aid is to be transferred to and affix their personal seal to the back of each receipt to be attached to the Form for Attaching Receipts (Form C).</p> <ul style="list-style-type: none"> Only Japanese bank accounts are acceptable. Those residing overseas should submit their account information after they have travelled to Japan and opened a bank account in Japan.
Implementation of activity	<ul style="list-style-type: none"> Collect and organize receipts and record activity details appropriately to prepare for submitting the Expenditure Report/Invoice, Activity Report, Form for Attaching Receipts, etc., which are to be submitted after the completion of the activity (within two weeks after completion).

Submission of documents necessary for requesting payment of financial aid	<ul style="list-style-type: none"> • Within two weeks after completion of the activity, prepare the documents (indicated below) required for requesting for financial aid and submit them at the helpdesk of the International Center of the campus in which your main base of activity is located (if you have already implemented the activity before being approved as a recipient, submit the documents within two weeks of the decision of acceptance). <p>→Expenditure Report/Invoice, Activity Report, Form for Attaching Receipts</p> <p>*Check the Handbook for other documents that are necessary for requesting for financial aid.</p> <p><u>*Some documents must be submitted via email attachment. For details, see “V. Documentation (application documents, attachments)”.</u></p>
Assessment of amount of expenses and determination of amount of financial aid	<ul style="list-style-type: none"> • Based on the submitted documents, the International Center will assess and determine the amount of financial aid. • Submitted documents that are inadequate will be assessed after the inadequacies are resolved. • If there are expenses which cannot be covered by the financial aid or for which payment grounds cannot be confirmed by documented evidence, those expenses will not be covered by the financial aid. (The applicant or applicant group will personally cover all expenses that cannot be provided by the financial aid.)
Submission of the Request for Reimbursement of Personal Advance Payment	<ul style="list-style-type: none"> • The financial aid will be transferred upon submission of the Request for Reimbursement of Personal Advance Payment. • Within one week after being notified that the amount of financial aid has been determined, submit the Request for Reimbursement of Personal Advance Payment at the helpdesk of the International Center of the campus in which your main base of activity is located.
Transfer of the financial aid	<ul style="list-style-type: none"> • The determined amount of financial aid will be transferred to the account notified in the Transfer Account Form.

IV. When you need help

Q. A change has been made to the activity which was selected for financial aid.

A. In principle, you must complete the activity in accordance with the plan for which you were accepted.

However, if you need to make a change for unavoidable reasons, first notify the International Center of the campus in which your main base of activity is located.

With the exception of minor changes only, you will be asked to submit the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Request for Adjustment of Activity (hereinafter the "Request for Adjustment of Activity").

Changes will be assessed based on the submitted Request for Adjustment of Activity, and provision of financial aid will be continued if the changes are approved to be permissible.

Changes to the activity's objective, however, are not permitted.

<Examples of notifications>

- If changes are made to the application.
- If the activity cannot be completed within the scheduled period.
- If accomplishment of the activity has become difficult.
- If the activity is cancelled.

Q. I would like an advanced payment of the financial aid.

A. Part or all of the amount of financial aid decided to be provided will be paid in advance only in cases where the recipient falls under a financial aid category with an upper limit of 500,000 JPY or 1,000,000 JPY and where it is deemed necessary to pay the financial aid in advance in order to implement the activity covered by the financial aid, with the approval of the Executive Director of the Division of International Affairs. If you would like an advanced payment of the financial aid, in cases such as where you need to pay expensive facility usage fees in advance, notify the International Center of the campus in which your main base of activity is located at least one month prior to the date you wish the payment to be transferred.

Q. I purchased consumables abroad.

A. If you have spent activity expenses abroad, calculate the spent amount as below.

[Applied exchange rates]

Convert the foreign currency into Japanese yen based on the TTS rate of the day indicated on the receipt issued abroad. (If foreign exchange services were on holiday on the day indicated on the receipt, perform calculation based on the rate of the day immediately before or after the indicated day, whichever is favorable.)

Check the following website of Mitsubishi UFJ Research and Consulting Co., Ltd. for the rates to use for calculation.

●Mitsubishi UFJ Research and Consulting Co., Ltd.

→Exchange Quotations Japanese > Daily Exchange Quotations - since 1990 -

http://www.murc-kawasesouba.jp/fx/past_3month.php

IV. When you need help

Q. I'm planning to carry out an intercultural exchange activity abroad.

A. Make sure to check the matters below before planning to travel abroad, and immediately before embarking on travel.

[Check the following]

- Make sure to check the "Travel Advice & Warning" and "Infectious Disease Warning Information" on the "Ministry of Foreign Affairs / Overseas Safety HP" before planning to travel abroad.

The carrying out of planned travel according to schedule, or the decision to cancel, postpone, extend, or return from travel early will be made according to the following chart, based on the "Overseas Travel Safety Information" of the Ministry of Foreign Affairs / Overseas Safety HP. You must consult with the International Center in advance if the scheduled destination falls under "Level 2", "Level 3", or "Level 4". Advance consultation with the International Center is also mandatory if the situation at the scheduled destination seems obviously likely to deteriorate, or the situation is deteriorating, even if it is currently only classified as "Level 1".

Ministry of Foreign Affairs / Overseas Safety HP's "Four Criteria (Categories) of Safety Measures" of the "Travel Advice & Warning"	University Decision
"Level 1:Exercise caution"	<p>[Before Travel] As a rule travel will be permitted, however you must pay careful attention to the situation at the destination. If the situation at the destination seems obviously likely to deteriorate, or the situation is deteriorating, the trip must be cancelled.</p> <p>[During Travel] As a rule continuation of the trip will be allowed, however you must pay careful attention to the situation at the destination. If the situation at the destination seems obviously likely to deteriorate, or the situation is deteriorating, the trip must be cancelled early.</p>
"Level 2: Avoid non-essential travel"	<p>[Before Travel] The trip must be cancelled immediately.</p> <p>[During Travel] The trip must be cancelled and those abroad on the trip must return immediately.</p>
"Level 3: Avoid all travel"	
"Level 4: Evacuate and avoid all travel"	

- Even in cases where Travel Advice & Warning and Infectious Disease Warning Information have not been issued, refer to the latest Spot Information, Basic Data for Safety Measures, etc., and take all precautions.
- When traveling abroad, it is necessary (compulsory) for you to buy appropriate overseas travel insurance.
(In such cases, premiums for overseas travel insurance for participants, lecturers, staff, etc., can be covered by the financial aid.)
For consultation and procedures to buy overseas travel insurance, please make an arrangement with Creohuman. Co., Ltd. by two weeks prior to your trip abroad.

[Contact for inquiries concerning purchase of overseas travel insurance]
Creohuman. Co., Ltd.
28 Hiranokamihatchoyanagicho, Kita-ku, Kyoto 603-8353
TEL: 075-463-9178 FAX: 075-463-9179

- When traveling abroad, decide whether to have vaccinations at your own discretion.
Note that vaccination expenses cannot be covered by the financial aid.

V. Documentation (application documents, attachments)

The following documents and attachments are required for application for and request of payment of financial aid.

You may be asked to submit additional forms or confirm payment details where necessary after submission.

[Necessary documents to be submitted when applying for financial aid]

Form	Document name
Form 1	AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form *Submit as email attachment

[Necessary documents to be submitted immediately after approval as financial aid recipient]

Form	Document name
Form 2	Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange

[Necessary documents to be submitted when requesting for financial aid]

Form	Document name
Form C	Form for Attaching Receipts (required)
Form D	Receipts (only if relevant) *Receipts will be used for paying honorariums to collaborators such as lecturers. Receive the Receipt (Form D) with necessary items filled in from the collaborator and submit it when requesting for financial aid.
Form E	Stamp/Postcard Usage Report (only if relevant) *Submit as email attachment *Use this form if you purchased or used stamps/postcards.
Form F	Statement of Travel/Accommodation Expenses (only if relevant) *Submit as email attachment *Use this form for travel expenses and accommodation expenses incurred.
Form H	Request for Payment in Advance *If submitting separately multiple times, indicate clearly the value and for which item payment is being requested.
—	Request for Reimbursement of Personal Advance Payment *If requesting multiple reimbursements, submit this form each time a reimbursement is required. Describe the value and for what reimbursement is being requested, sign/affix your personal seal, and submit the form.

[Documents required to be submitted (attached) when requesting payment of financial aid]

Documents, other than receipts, which must be submitted when requesting payment of financial aid are as indicated below.

If details of payment cannot be confirmed by submitted documents, you may be asked to submit documents which provide confirmation of the details. Therefore, keep documents that provide confirmation of the details of payment (date and time of payment, breakdown, etc.) until transfer of the financial aid is complete.

Attachments	Notes
Notification of Selection (copy)	Submit it with the documents for requesting financial aid payment.
Flight ticket stub (original)	Submit it with the Statement of Travel/Accommodation Expenses (Form F).
Insurance certificates (copy)	Submit it with the receipt(s) when requesting for insurance premiums.
Final printed products (original)	Submit it with the receipt(s) when requesting for printing and bookbinding expenses.

[Documents required to be submitted only when applicable]

Form	Document name
Form G	AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Request for Adjustment of Activity *Submit as email attachment *You may be asked to submit this form in cases where changes are made to the planned intercultural exchange activity due to unavoidable reasons.

[Documents required to be submitted regarding Safety and Risk Management]

Form	Document name
Form I	Participant List *For Safety and Risk Management purposes, must contain names of all event participants. *As this list consists of nothing but personal information, take great care in its handling.

VI. Treatment of receipts

When requesting payment of financial aid, **you must submit receipts (originals) that substantiate the request.**

Make sure to check the following points regarding treatment of receipts and submission methods.

Those living afar should first send a PDF scan of the receipt(s) to ruinbunka@st.ritsumei.ac.jp, and later submit the originals to the university.

Note that you will be asked to resubmit them if the submission method is incorrect.

(1) Method for submitting receipts

Documents to be used

- When submitting receipts, make sure to use the Form for Attaching Receipts printed out single-sided on A4 size paper.
- Attach receipts on the Form for Attaching Receipts for each project and expense item. (If there is not enough space to attach the receipts, make necessary photocopies of the form.)
- You may submit receipts which are A4 size or larger as they are, without attaching them to the Form for Attaching Receipts.
- Also use the Form for Attaching Receipts for attaching tickets, etc., when requesting for travel expenses.

Attaching receipts

- The name of the person whose account has been notified to the university as the intended recipient of transfer of financial aid payment must be written on the back of each receipt, and their personal seal must also be affixed (for those who do not have a seal (e.g. foreign nationals), their signature) before attaching each receipt to the form.
- Apply glue to the upper and lower part of the receipt and attach it.
- Attach receipts in an unfolded state (make sure not to overlap or fold them). Also make sure they do not stick out from the sheet.

Filling in

- You may fill in the Form for Attaching Receipts either on the computer or by hand. When filling in by hand, write clear and legible letters using a permanent black ink pen.
- When charging for travel expenses for multiple routes to a destination, attach the receipt(s) for each route separately. When there are multiple applicants for travel expenses (e.g. group members and outside collaborators), attach the receipt(s) for each applicant separately.

Other

- As a general rule, once submitted, documents will not be returned under any circumstances.
- Application documents for requesting payment of financial aid need to be submitted within two weeks after completion of the activity. Attach receipts to the Form for Attaching Receipts every time payment occurs, for example, to prepare for making the request.

(1) Whom to address receipts to

Have all receipts addressed to “Ritsumeikan University.”

*Note that we may not be able to make payments if a receipt is not addressed to “Ritsumeikan University” or no addressee is indicated on the receipt.

Addressee of receipts
[General rule] Ritsumeikan University

Attach receipts to the Form for
Attaching Receipts (Form C).

(2) If there are multiple expense items stated on one receipt;

- If the details of payment cannot be confirmed by a receipt alone due to multiple expense items being stated on one receipt, make sure to also submit documented evidence (receipt, detailed statement issued by the payee, etc.) that shows the breakdown of payment (expense item, amount, etc.) as attachments.
- Regarding travel expenses, also submit the Statement of Travel/Accommodation Expenses in addition to receipts and documented evidence that shows the details. (The statement must be submitted for clarifying the cost per person and the number of people to be assessed.)

*Financial aid may be not provided if the breakdowns are uncertain.

Receipt

+

Evidence that
shows the
breakdown

+

*The Statement of
Travel/Accommodation
Expenses, if requesting for
travel expenses

(3) If you have transferred money via ATM in accordance with an invoice

Perform one of the following if you have transferred money via ATM in accordance with an invoice.

- Request the issuer of the invoice to issue a receipt.
- Use the “invoice” and “transfer statement” as a set instead of a “receipt.”

(4) For lost receipts

If you have lost a receipt, request the issuer to reissue the receipt.

You will not receive the financial aid if you cannot have it reissued.

(5) Use of credit cards

As a general rule, do not use credit cards but pay in cash.

If you did not pay in cash due to unavoidable reasons, you will need to submit a document designated separately by the university (e.g. payment certificate, etc.). Inform us if you have used a credit card.

(6) Purchasing goods online

“Receipts” are also necessary for goods purchased online. Note that a purchase for which a receipt cannot be obtained will not be covered by the financial aid.

<<Example: Points to note when purchasing via Amazon.co.jp>>

For cases where a “delivery slip,” “shipping statement,” or the like is enclosed with the delivered goods, please prepare the “receipt” separately. Issuance methods of “receipts” vary depending on the method of payment. Make sure to check the details on Amazon’s website, etc. (Generally, if you paid by credit card, the “receipt” will be shown on the screen through Amazon’s website)

(7) Submission of receipts for travel expenses

As far as possible, submit the receipts in a comprehensible way by organizing them by groups and stations of origin.

*If receipts cannot be submitted, submission of other documents requested by the university, a payment certificate for example, will be required.

*Avoid traveling individually; try to gather at the closest station to the campus as the starting point and travel in groups.

If each individual submits a receipt indicating a different amount, assessment will take longer, which will lead to delay of payment.

(8) Treatment of JR, subway, and other train tickets

Tickets act as their own receipts, so do not go through the automatic ticket gate but go through where the station staff is stationed and inform them that you “want to use the train ticket as a receipt.”

The use of carnets and IC cards is not permitted.

VII. Calculation method of financial aid and treatment of income

(1) Calculation method of financial aid

Basically, for activities awarded the Financial Aid for Intercultural Exchange, all activity expenses are to be covered by the Financial Aid for Intercultural Exchange.

Therefore, if you are receiving a grant or subsidy other than the Financial Aid for Intercultural Exchange or an income such as membership fees, the amount will be deducted from the amount of activity expenses when the financial aid is calculated.

Example:

[Calculation method of desired amount of financial aid and requested amount of financial aid]

[Requested amount of financial aid]

Estimated total amount of expenditure or Total amount of expenditure (*1)	—	Estimated total amount of income or Total amount of income (*2)	=	Desired amount of financial aid or Requested amount of financial aid (*3)
100,000 JPY		30,000 JPY		70,000 JPY

*1: The estimated total amount of expenditure should be the same as the “estimated total amount of expenditure” of the Expense Estimate Form (Form 2).

The total amount of expenditure should be the same as the “total amount of expenditure” of the “Expenditure Report/Invoice (Form A).”

*2: The estimated total amount of income should be the same as the “estimated total amount of income” of the Expense Estimate Form (Form 2).

The total amount of income should be the same as the “total amount of income” of the “Expenditure Report/Invoice (Form A).”

*3: The desired amount of financial aid should be equal to or under the maximum amount (100,000 JPY; 500,000 JPY; or 1,000,000 JPY) set according to the type of activity to be applied.

The requested amount of financial aid should be equal to or under the maximum amount (100,000 JPY; 500,000 JPY; or 1,000,000 JPY) set according to the type of activity which has been accepted.

(2) Treatment of income

If you are planning to apply for, applying for, or already scheduled to receive a subsidy and/or grant other than the Financial Aid for Intercultural Exchange, or have collected (or are scheduled to collect) an income such as membership fees, you must declare your income. Declare whether you have an income with the following documents.

[Documents for declaration]

- Expense Estimate Form (Form 2)
- Expenditure Report/Invoice (Form A)

VIII. Expenditure

Among the expenses (costs) necessary for implementing the activity, the following expenses (costs) are eligible for coverage by the financial aid.

Expense (cost) item	Example
(1) Honorarium	<ul style="list-style-type: none"> Honorariums paid to lecturers and guest speakers in the project
(2) Travel expenses	<ul style="list-style-type: none"> Travel expenses that were necessary for having meetings or project implementation
(3) Accommodation expenses	<ul style="list-style-type: none"> Hotel costs incurred when inviting lecturers for implementing the project
(4) Expenses for consumables	<ul style="list-style-type: none"> Costs to purchase consumable supplies and materials, etc., necessary for the project (e.g. costs for paper plates, chopsticks, ingredients, etc.) Anything required for holding the event online Food (only if food is a necessary component of the event. Not acceptable if participants will simply eat as they participate in the event.)
(5) Insurance premiums	<ul style="list-style-type: none"> Insurance fees necessary to cover members and participants for project implementation
(6) Printing and bookbinding expenses	<ul style="list-style-type: none"> Costs for printing fliers and posters for project PR Costs for printing handouts for event day
(7) Communications and transport expenses	<ul style="list-style-type: none"> Costs for mailing event information Expenses that were necessary for transportation of desks, chairs, audio equipment, etc., used in the project
(8) Rental expenses	<ul style="list-style-type: none"> Venue fees Venue set-up fees Signboard fees Equipment rental fees
(9) Payment commissions	<ul style="list-style-type: none"> Bank transfer fees
(10) Miscellaneous expenses	<ul style="list-style-type: none"> Various expenses which do not fall under (1) to (9) above
(11) Other expenses approved to be necessary by the Executive Director of the Division of International Affairs	<ul style="list-style-type: none"> Expenses which do not fall under (1) to (10) above and which are approved to be necessary for project implementation

*Expenses (costs) which meet the criteria below cannot be covered by the financial aid.

Expenses (costs) not covered by financial aid
(1) Operating expenses required for the operation of the applicant group as well as expenses required within the applicant group (personnel expenses, travel expenses, etc.)
(2) Support funds, donations, and expenses for purchasing donation items
(3) Special seats in airplanes or trains when travel expenses, etc., occur
(4) Alcoholic beverages, luxury items (including indulgences such as tobacco, expensive teas, etc.)
(5) Food expenses and drink costs which do not correspond to the main purpose of the activity
(6) Other expenses deemed to be unnecessary by the Executive Director of the Division of International Affairs

*Check below for the details of each expense (cost) item.

(1) Honorarium

- Honorariums to be paid to collaborators such as lecturers, experts, and others fall under this category.
- Since an honorarium is taxable with income tax, 10.21% of the taxable amount is tax deducted at the source. Note that the amount of withheld tax should be implemented from the financial aid.
*You need a budget plan that includes the amount of income tax. (Original honorarium amount × various taxes 10.21%) = honorarium total
- For filing a withholding tax return for an honorarium, please ask the lecturers/experts to do so themselves. The International Center will not file tax returns on anyone's behalf.
- When paying an honorarium, receive the Receipt (Form D) with necessary sections filled out from the collaborator and submit it when requesting payment for financial aid.

<Standards for paying honorariums to lecturers (for reference)>

General standard amount	Actual amount to be paid to the lecturer (*) *Amount exclusive of tax	Required withholding tax amount	Total amount of payment
When inviting a teacher of Ritsumeikan University	10,000 JPY	1,137 JPY	11,137 JPY
When inviting an external lecturer or guest	30,000 JPY	3,411 JPY	33,411 JPY

(2) Travel expenses

- In cases of both individual application and group application, decide one campus (your base campus) in which your activities are mainly carried out. The station closest to the campus will be the starting point for determining financial aid for travel expenses.

(Kinugasa: JR Enmachi Station, BKC: JR Minami-Kusatsu Station, OIC: JR Ibaraki Station)

*Even if your activities are based on multiple campuses, for convenience of applying for travel expenses, choose one campus as your main base of activity.

- The recipients and assessment method of travel expenses are as indicated below.

Recipients and assessment method	Details
Persons covered by financial aid	<ul style="list-style-type: none"> Project members indicated in the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form (Form 1) Receivers of honorariums (collaborators such as lecturers and experts) Internal collaborators (R.U. university and affiliated school students, faculty, and staff other than the applicant in case of individual application, or other than group members in case of group application) and external collaborators, such as students from other universities and so on <p><u>*The above persons may receive travel expenses only when provision of travel expenses is deemed appropriate. Make sure to write the reasons for</u></p>

	applying for travel expenses in detail in the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Expense Estimate Form (Form 2) and the Statement of Travel/Accommodation Expenses (Form F).
Means of transportation eligible for assessment (*1, 2)	<ul style="list-style-type: none"> Public transportation (student discounts and group rates as a basic standard.) Charter bus (expressway tolls, toll fares, pick-up fees, and parking fees are included.) Airplane (aviation insurance surcharge and fuel surcharge are included. (*3, 4))
Assessment zones	<p>From the closest station to the main campus of activity to the destination</p> <p>*In practice, even in cases where a person actually departed from a station other than the closest station to the main campus of activity, assessment will be carried out as stated above.</p> <p>*In practice, even in cases where a person uses a means of transportation other than JR such as an automobile or bus, assessment will be carried out based on the assessment zone of the closest station to the main campus of activity to the destination.</p>
Assessment method	<p><u>Either ① or ② below, whichever is the lower amount,</u> will be adopted and covered by the financial aid.</p> <p>① Prescribed route (calculated by the university)</p> <p>② Actual route</p> <p>[Points to note]</p> <ul style="list-style-type: none"> <u>However, zones within a commuting route covered by a paid commuter pass cannot be covered by the financial aid. Make sure to inform us of any zones covered by a paid commuter pass in the Statement of Travel/Accommodation Expenses.</u>

*1: Use of rental cars and private automobiles is prohibited.

*2: As a general rule, use of taxis is prohibited.

However, if you plan to transport equipment or use a venue with inconvenient access, consult with the International Center located on your main campus of activity in advance. You may be permitted to use the above means of transportation depending on the content of your notification.

*3: For the use of trains from each campus to Kansai International Airport or Osaka International Airport, the normal fare is used as the basis. Further, please use economy class for flight tickets.

*4: When traveling by air, you will need to submit flight ticket stubs for applying for travel expenses.

[Example] If a group (ten persons) whose activities are mainly based on Kinugasa Campus carry out an activity/event near Tokyo Station

Actual details: Two members departed from JR Enmachi Station, two from JR Minami-Kusatsu Station, two from JR Nijo Station, two from JR Takatsuki Station, and two from Hankyu Saiin Station, totaling ten members.

Assessment: All ten members will be considered to have departed from JR Enmachi Station. Therefore, the assessment zone will be from JR Enmachi Station to JR Tokyo Station.

(3) Accommodation expenses

- Accommodation expenses are covered by the financial aid in cases where accommodation is approved to be necessary to conduct the activity/project (food expenses excluded).
Make sure to write the reasons for applying for accommodation expenses in detail in the AY2021 Ritsumeikan University Financial Aid for Intercultural Exchange Expense Estimate Form (Form 2) and the Statement of Travel/Accommodation Expenses (Form F).
If you purchase a package tour, you must attach a breakdown of the food expenses, accommodation expenses, and travel expenses.

[For both domestic and overseas accommodation]

Note that the maximum amount of financial aid is different for each.

Lodger	Maximum amount of coverable accommodation expenses
External coaches and lecturers	The maximum amount is 12,000 JPY per person per night (in accordance with the Ritsumeikan University Travel Cost Payment Regulations)
Faculty, staff, etc., working for the university	Domestic and overseas stay are as follows. [In Japan] The maximum amount is 12,000 JPY per person per night (in accordance with the Ritsumeikan University Travel Cost Payment Regulations) [Overseas] The maximum amount varies depending upon the city of stay. Notify the International Center on your main campus of activity of the country/region where you plan to stay.
Students	Maximum 7,000 JPY per person per night

(4) Expenses for consumables

- Costs to purchase consumable supplies and materials, etc., necessary for activities fall under this category (e.g. expenses for snacks, ingredients, paper plates, stationary).
- Please clarify the purpose of use prior to purchasing such goods.
- For goods which could remain after the event for personal use, or expensive goods costing over 30,000 JPY, consult with the International Center on your main campus of activity. (Rental is recommended wherever possible. Goods that then become personal property are ineligible for the financial aid.)
- As for equipment, please seek to use existing equipment wherever possible. New purchases should be made only if they are judged to be absolutely essential.
- Some purchased goods may be ordered to be donated to the International Center on your main campus of activity.
- All groups must complete their own purchases of equipment on their own. The International Center will not purchase on your behalf.

(5) Insurance premiums

- The individual or group selected for financial aid is responsible to consider the safety of event participants (including that of the individual or group running the event) from start of the event through completion.
- As one safety/risk management precaution to deal with risks such as accidental injury, compensation for injury inflicted on others or damages to their belongings and so on, you must enroll in the appropriate insurance plan (mandatory). (Injury compensation, liability coverage, etc... The kind of insurance required will differ depending on the planned activity. The individual or group selected for financial aid must consult with the insurance company, explain to them the details of the planned activity, and enroll into the appropriate kind of insurance.)
- As a safety/risk management precaution, fill out the Activity/Project Participant List (Form 1). Note that depending on the insurance enrolled into, information other than that included on the Activity/Project Participant List (Form 1) may be required. Make sure to confirm with the insurance company what information will be required in order to purchase insurance, and create a separate list containing all requisite information as necessary (free format).
- For events where food and or drink will be served, the individual or group selected for financial aid must notify the medical center, and must enroll in the appropriate product liability insurance (PL insurance) with specific coverage for food and drink borne illness.
In addition, you must endeavor to ensure the safe and hygienic handling of foods and ingredients, ensure the hygienic state of the facility and cooking equipment, as well as the hygiene of those preparing foods.
- Insurance premiums and other associated fees to cover the participants, instructors, staff, etc., are eligible to be covered by the financial aid.
You are required to buy the appropriate insurance at least two weeks prior to conducting the activity/project. For reference, contact information for the insurance agency used by the university can be found below.
(For consultation and procedures to buy insurance, please make an arrangement with Creohuman Co., Ltd.)

[Contact information]

Creohuman Co., Ltd.

28 Hiranokamihatchoyanagicho, Kita-ku, Kyoto 603-8353

TEL: 075-463-9178 FAX: 075-463-9179

(6) Printing and bookbinding expenses

- Costs to print leaflets, posters, booklets, etc., fall under this category.
- Please make sure to record the number of copies and the unit price in preparation for account settlement.
- A copy of the printed product (final product) must be submitted as an attachment as well.

(7) Communications and transport expenses

- Costs for communication such as postage stamp fees and mailing costs and transportation expenses for goods, etc., fall under this category.
- Indicate the purpose and use of stamps and mailing costs (addressee, content, date of use, etc.) in the Stamp/Postcard Usage Report and submit it with the receipts, etc., when requesting payment of financial aid.
- Record the reason for use, name of transported goods, and quantity if transportation expenses for goods, etc., occur.

(8) Rental expenses

- Fees for using the facility where the intercultural exchange activity is implemented or costs for renting and using goods such as sound equipment, projectors and so on, fall under this category.
- Record the reason for using the facility (e.g. easy access) and the name and quantity of the goods rented.

(9) Payment commissions

- Bank transfer commissions, etc., necessary when paying expenses (costs) of various items fall under this category.
- Record the reason why the commission needed to be paid as well as the expense item.

(10) Miscellaneous expenses

Various expenses which do not fall under (1) to (9) above fall under this category.

(11) Other expenses approved to be necessary by the Executive Director of the Division of International

Affairs

- Various expenses which do not fall under (1) to (10) above fall under this category.
- Consult with the International Center located on your main campus of activity in advance. The center will evaluate and decide on the appropriateness of providing the financial aid.

[Example]

- Meeting and public relations costs

Costs for lunch/refreshments for lecturers and staff at the events fall under this category.

Refreshments and food or beverages should be served only when it is unavoidable due to the schedule of the event (*). The costs incurred can be paid as meeting and public relations costs.

*Cases where it is unavoidable due to the schedule of the event mean cases where there was no other option but to conduct the event during meal hours when participants could assemble (serving lunch), cases where the event is held for an extended period of time (serving coffee), and so on.

*Expenses for alcohol and food or beverages containing alcohol is not permitted.

*Financial aid to cover food and refreshments is only approved if the amount of refreshments and food or beverages to be served is within reason.

*Make sure to record the date, time, and location, as well as those who were served if you served refreshments and food or beverages.

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