

Ritsumeikan University Financial Aid for
Intercultural Exchange

Application Schedule and Handbook for
Implementing Financial Aid



Ritsumeikan University International Center
<AY2022 Fall Semester>

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I. Overview

The Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter “Financial Aid”) is a subsidy established to financially support extracurricular intercultural exchange activities initiated by individual students and student groups.

Activities eligible to be subsidized by the Financial Aid must meet either of the following two criteria, must facilitate intercultural exchange amongst all participants, and must be reasonably expected to nurture lasting bonds amongst those participants.

- 1) Intercultural exchange activities where Ritsumeikan University students interact with other Ritsumeikan University students, and/or with other students, pupils, and children enrolled within the Ritsumeikan Trust
- 2) Intercultural exchange activities between Ritsumeikan University students and people from outside the university

The value of subsidy possible through the Financial Aid depends on which of the following 3 categories the activity is deemed to fall under.

(1) Intercultural exchange activities conducted in Japan

➔ Full cost of expenses eligible for coverage or 100,000JPY, whichever is lower

(2) Intercultural exchange activities conducted either in Japan or overseas

➔ Full cost of expenses eligible for coverage or 500,000JPY, whichever is lower

(3) Intercultural exchange activities conducted overseas

➔ Full cost of expenses eligible for coverage or 1,000,000JPY, whichever is lower

*For clarity's sake, please let it be known that due to Covid-19 pandemic related border measures students currently residing overseas may also apply for (1) above.

<Example: Activities eligible for and not eligible for subsidization by the Financial Aid>

*The following are just a few examples of eligible activities – activities are not limited to this list. Separately, it should be noted that activities must be carried out in accordance to the BCP level in place at Ritsumeikan University at the time of the event.

-Examples of activities eligible to be subsidized by the Financial Aid

- Ritsumeikan University student (international and Japanese) exchange events, including online
- Talk events given by students who have experience studying abroad which are aimed at students of the university and meant to promote study abroad
- Introducing Japanese culture/tradition abroad or your home country culture/tradition in Japan, or exchange events between international students and members of the local community
- Exchange activities with foreign nationals (including online events)

-Examples of activities ineligible to be subsidized by the Financial Aid

- Exchange activities where the primary objective is research or survey activities of the applicant
- Exchange activities where the objective is exchange between the group applicants

II. Schedule

Financial Aid 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 progress of selection process.

1. Flow from application to award decision and award acceptance

Date	Schedule
Wed, Sep 28 – 17:00 on Wed, Oct 5, 2022	<ul style="list-style-type: none"> • Submission of application documents • Submission of proof for expected income/expenditures
Early-mid Oct	Document screening
<u>Applicants granted award who are not requested to first participate in an interview</u>	
Wed, Oct 19 (scheduled)	Representative will be contacted with results *In principle, the <u>applicant</u> will be contacted via manaba+R.
English: Fri, Oct 21, 12:20-12:50 Japanese: Thu, Oct 20, 12:20-12:50	Financial Aid Selectee Guidance Session (planned to be held online)
<u>Applicants granted award who are asked to first participate in an interview</u>	
Wed, Oct 19	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 <u>university email address</u> .
Thu, Oct 20 – Fri, Oct 21	Interview
Wed, Oct 26	Representative will be contacted with results *In principle, the <u>applicant</u> will be contacted via manaba+R.
Thu, Oct 27 or later	Financial Aid Selectee Guidance Session VOD *The Guidance Sessions held on 10/20 and 10/21 will be posted online for viewing. Questions will be accepted via email.

2. Flow from decision of acceptance to transfer of Financial Aid

Date	Schedule
Thu, Oct 20 – Mon, Oct 31	Submission of documents indicated below <ul style="list-style-type: none"> • Transfer Account Form for Ritsumeikan University Financial Aid (Form A) (hereinafter “Transfer Account Form”)
Fri, April 1, 2022 – Mon, March 6, 2023	<ul style="list-style-type: none"> • Activity is conducted (note: Financial Aid may be applied for retroactively for activities already carried out)
<u>Within two weeks of the activity being conducted</u> *For activities conducted across multiple dates, the following may be submitted after the conclusion of any one of the activity dates	Submission of hardcopy/data documents indicated below <ul style="list-style-type: none"> • Form for Attaching Receipts (Form C) • Activity/Project Participant List (Form H) • Reimbursement Request Form (Form I) *In addition to the above, submit any other documents necessary for requesting payment of financial aid.
<u>Within one-two months of submitting above documents</u>	Financial Aid is deposited into the designated bank account

III. Procedures and notes from application to decision of acceptance

The flow and procedures from application to decision, and finally acceptance of the Financial Aid.

Flow	Procedures and notes
Submission of application documents	Read the following carefully before preparing an application. <ul style="list-style-type: none"> • Ritsumeikan University Financial Aid for Intercultural Exchange Application Schedule and Handbook for Implementing Financial Aid (this document; hereinafter “Handbook”) • Ritsumeikan University Financial Aid for Intercultural Exchange Regulations (hereinafter “Regulations”)
Screening of documents	Selection will be conducted based on submitted application documents. Check the Application Guidelines for details of the selection criteria, etc.
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. • <u>Representatives</u> will be contacted about the details of the interview via their <u>university e-mail address</u>.
Announcement of successful applicants/groups for Financial Aid	<ul style="list-style-type: none"> • Applicants (the representative in case of group applications) will be notified of their approval or rejection results via manaba+R. • Depending on planned activity, applicants may be granted “conditional” approval. In such cases, follow the instructions of the International Center. • <u>Answers to inquiries regarding selection results cannot be provided.</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 Financial Aid must attend the guidance session to be officially approved as recipients. (Applicants selected who do not attend the guidance session will not be awarded Financial Aid.) • The applicant for 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 attend, a representative may attend in their place. In such an event, the International Center must be notified in advanced, by the date prescribed by the university, that a representative will attend. • 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.

●**Regarding Covid-19**

Notes	Things to keep in mind
<p><u>Hold the event with consideration given to the BCP level</u></p>	<p><u>The same as in AY2021, activities planned for AY2022 must have ample measures in place to prevent the spread of Covid-19.</u> <u>You must describe any planned changes to the activity and expected income and expenditures in case the BCP level on the date of the activity differs from the BCP level at the time of application.</u></p>

●**Activities permitted under each BCP level**

**Online events may be held regardless of BCP level.*

- **Activities permitted when BCP level 3 or greater is in effect**

All face-to-face activities, including off-campus activities, are prohibited. Only activities conducted online may be supported by the Financial Aid. Activities involving the preparation or consumption of food and drink will only be eligible provided that participants can participate online, individually, from the safety of their homes, etc.*

*Provided, however, 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 activities, ample consideration must still be given to avoid the “Three Cs” at the location where the activity organizers are recording and or live-streaming, etc.

Examples:

Video or audio (radio, etc.) broadcasts or remote exchange events over SNS.

- **Activities when BCP level is level 2 or greater**

Whether or not an activity held face-to-face may be eligible for approval to receive Financial Aid will be determined on a case by case basis provided the activity meets the following: (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”.

- **Activities when BCP level is level 1**

Face-to-face in-person activities 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”.

- **Activities 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, activities 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 support offered by the university which may not be received in conjunction with the Financial Aid**

- Ritsumeikan University Challenge Scholarship (Individuals)

As denoted in the Regulations, an activity identical in objective and content as one which has been selected for support provided by the Ritsumeikan University Challenge Scholarship (Individuals) is ineligible for the Financial Aid.

- 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, an activity identical in objective and content as one which has been selected for support provided by the Ritsumeikan University +R Alumni Future Human Resource Development Scholarship (Development Aid) is ineligible for the Financial Aid.

- Otherwise, activities receiving any other financial support, the regulations of which stipulate that Financial Aid may not be received at the same time are ineligible to receive Financial Aid.

IV. Procedures and notes from acceptance to transfer of Financial Aid

The flow and procedures from award decision to deposit of the Financial Aid.

Flow	Necessary procedures, etc.
Submission of the Transfer Account Form	<ul style="list-style-type: none"> • Notify us of the account into which the Financial Aid should be transferred using the Transfer Account Form. • The account must be in the name of the <u>Representative</u>. <p>*On the back of each receipt, write the name of the person whose account the Financial Aid is to be transferred to and affix their personal seal prior to attaching receipts to the Form for Attaching Receipts (Form C).</p> <ul style="list-style-type: none"> • <u>Japanese bank accounts only. Those residing overseas should submit their account info after travelling to Japan and opening a bank account.</u>
Implementation of activity	<ul style="list-style-type: none"> • In preparation for submission of the Expenditure Report/Invoice, Activity Report, Form for Attaching Receipts, etc., which are to be submitted within two weeks after completion of the activity, collect and organize receipts and record activity details.
Submission of documents necessary for requesting payment of Financial Aid	<ul style="list-style-type: none"> • Submit the following to the International Center on your campus after event completion →Financial Aid for Intercultural Exchange Activity Report (Form B), Form for Attaching Receipts (Form C)
Assessment of amount of expenses and determination of amount of Financial Aid	<ul style="list-style-type: none"> • Based on 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 which cannot be subsidized by the Financial Aid.)
Submission of the Reimbursement Request Form	<ul style="list-style-type: none"> • Financial Aid will be transferred upon submission of the Reimbursement Request Form (Form I). • After being notified of the amount of Financial Aid to be awarded, submit the Reimbursement Request Form at your campus's International Center.
Transfer of the Financial Aid	<ul style="list-style-type: none"> • Financial Aid is transferred to the account on the Transfer Account Form.
Reporting changes to the originally scheduled activity	<p>If any changes are made to your planned activity from what you described in your application forms, please first consult with your campus's International Center. With the exception of extremely minor adjustments, the Application Adjustment Request (Form G) will need to be submitted.</p> <p><u>Examples</u></p> <ul style="list-style-type: none"> • You wish to adjust your planned activity • Your activity won't reach completion within the originally planned timeframe • Execution of the activity as originally planned has become unfeasible • You wish to cancel the event

V. Expenditures

Among activity expenses, the following 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 while participating in an unrelated online 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 (example: costs related to holding the event online)

*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 (things like 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

*Details of each expense item follow.

(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 *Not eligible for support if the BCP level is 3 or higher. See p. 5

- In cases of both individual application and group application, decide one campus (your base campus) where your activities are mainly carried out. The starting points for determining Financial Aid for travel expenses are as follows.
(Kinugasa: JR Kyoto 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.

- Recipients and the method for assessing travel expenses are as indicated below.

Recipients and assessment method	Details
Persons covered by Financial Aid	<ul style="list-style-type: none"> • Activity organizer(s) and participants • 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.</u> Make sure to describe the purpose of travel in the Statement of Travel/Accommodation Expenses (Form F).</p>
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.)

	<ul style="list-style-type: none"> Airplane (aviation insurance surcharge and fuel surcharge are included. (*3, 4))
Method of assessment	<p>Travel is assessed to begin from the JR station nearest to the main campus of activity (as designated above) and end at the destination</p> <p><u>In practice, either ① or ② below, whichever is the lower amount, will be adopted and covered by the Financial Aid.</u></p> <ul style="list-style-type: none"> ① Prescribed route according to university regulations (calculated by the university) ② Actual route <p>[Points to note]</p> <ul style="list-style-type: none"> <u>Zones within a commuting route covered by a paid commuter pass cannot be covered by the Financial Aid. Report 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. In some cases, special permission to use taxis may be granted.

*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 boarding passes 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 Kyoto 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 Kyoto Station. Therefore, the assessment zone will be from JR Kyoto Station to JR Tokyo Station.

(3) Accommodation expenses *Not eligible for support if the BCP level is 3 or higher. See p. 5

- 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 Ritsumeikan University Financial Aid for Intercultural Exchange Application Form (Form 1) 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
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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 activity 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 which will remain after the event and 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 in order to be covered by the Financial Aid.
- 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 activity participants (including that of the individual or group running the event) from start to finish.
- 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 H). Note that depending on the insurance enrolled into, information other than that included on the Activity/Project Participant List (Form H) 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).

*Submission of a participant list may be required at the time of billing for insurance premiums.

- 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 (Form E) 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., incurred when making payments 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.

(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]

- Costs related to holding event online

Connection fees related to holding activities online, honorariums, and costs for prizes such as e-tickets, etc. fall under this category.

Costs related to the purchase of programs for streaming activities, etc. also fall under this category, however, only fees which are directly related to the activity itself are eligible (confirmation as to whether or not you already own the program and whether or not a paid service of the program is required in order to carry out the activity will be conducted).

- Meeting and public relation costs

Boxed lunches and bottled drinks for staff and guest lecturers on the day of the event fall under this category. Foods and/or beverages, however, should be served only when it is unavoidable due to the schedule of the event (*).

*Cases where it is “unavoidable due to the schedule of the event” include 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/tea), and so on.

*Expenses for alcohol beverages or food containing alcohol (i.e. whiskey bonbons) 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.

VI. Treatment of receipts

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

Carefully read the following regarding treatment of receipts and how to submit them.

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 receipts if you submit them incorrectly.

(1) How to submit receipts

Documents to be used

- When submitting receipts, make sure to use the Form for Attaching Receipts (Form C) 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, print additional copies 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 representative whose bank account has been designated for the transfer of the Financial Aid must be written on the back of each receipt, and their personal seal must also be affixed (if the representative does not have a seal, they must sign their signature instead) before attaching each receipt to the form.
- Apply glue to the upper and lower part of the receipt and attach it.
- Affix receipts flat and neatly to the form (make sure not to overlap or fold them). Also make sure they do not extend beyond the edge of the page.

Filling in

- You may fill in the Form for Attaching Receipts either digitally or by hand. When filling in by hand, however, all letters must be written clearly and legibly 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.

(2) 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).

(3) Submission of receipts for travel expenses

- For travel expenses, submit receipts and other proof of the breakdown of costs and number of travelers using the Statement of Travel/Accommodation Expenses. (The form must be submitted in order to make clear the cost of travel per person, and the number of persons travelling.)

*If the breakdown of costs and travelers is unclear, financial aid may not be issued.

*If requesting support for travel expenses, submit the
Statement of Travel/Accommodation 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, payment certificates 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 different receipts for different values representing different paths of travel are submitted for each participant, assessment may take considerably longer, leading to delay of payment.

- Tickets may be used as receipts for travel expenses. Instead of using automated ticket gates when exiting a station, speak to the station staff and inform them that you wish to use your ticket as a receipt (proof of purchase). Use of multi-ticket commuter passes and IC Cards not permitted.

*If travelling in a large group, avoid inconveniencing other commuters through common-sense practices such as having one representative purchase the tickets for the entire group in bulk, etc.

(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. Pay in cash instead.

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.

<<Points to note when purchasing via Amazon>>

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)

VII. Documentation (application documents, attachments)

The following must be submitted after selection for Financial Aid. You may be requested to submit supplemental proof or asked to confirm payment details where necessary after submission.

[Forms which must be submitted after being selected for Financial Aid]

Form	Document name
Form A	Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange
Form B	Financial Aid for Intercultural Exchange Activity Report
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 G	Application Adjustment Request *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.
Form H	Activity/Project Participant List *For risk management purposes, please keep a detailed list of all participants. *The list will contain the personal info of others. Treat it with care.
Form I	<u>Reimbursement Request Form</u> <u>*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.</u>

[Forms which must be submitted (attached) when requesting Financial Aid subsidy be deposited]

These must be submitted in addition to receipts in order to request the subsidy be deposited.

Attachments	Notes
Flight boarding passes (original)	Submit it with the Statement of Travel/Accommodation Expenses (Form F).
Insurance certificates (copy)	Submit it with the receipt(s) when requesting Financial Aid to cover insurance premiums.
Final printed products (original)	Submit it with the receipt(s) when requesting Financial Aid to cover printing and bookbinding expenses.

Nothing follows