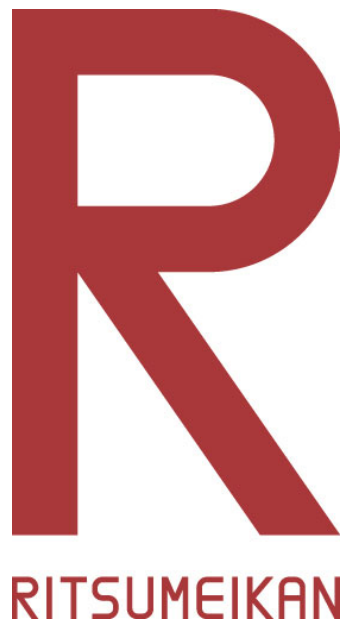


Ritsumeikan University Financial Aid
for Intercultural Exchange

Application Schedule and
Handbook for Implementing Financial Aid



Ritsumeikan University International Center
<AY2024 Spring 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.

1. Eligible Activities

1.1 Activities

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

<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.

-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

- Activities conducted by entities other than the applicant or applicant group
- Activities solely aimed at advancing the research or investigation conducted by the applicant/applicant group
- Activities where the objective is exchange between the group applicants
- Activities that do not exceed the scope of tourism or observation

Notwithstanding the above, the following activities are INELIGIBLE for funding:

- Activities with the same objectives and content as those funded by the Ritsumeikan

University Challenge Scholarship (Individual)

- Activities with the same objectives and content as those funded by the Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group)

1.2 Activity Period:

The funding period covers activities from April 1, 2024 (Monday) to March 3, 2025 (Sunday).

*Activities carried out during the aforementioned funding period are eligible for funding.

Activities conducted beyond the funding period will not be eligible for grant consideration.

2 Value of Subsidy

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

- i. Intercultural exchange activities conducted in Japan
→Full cost of expenses eligible for coverage or 100,000JPY, whichever is lower
- ii. Intercultural exchange activities conducted either in Japan or overseas
→Full cost of expenses eligible for coverage or 500,000JPY, whichever is lower
- iii. Intercultural exchange activities conducted overseas
→Full cost of expenses eligible for coverage or 1,000,000JPY, whichever is lower

3 Eligibility

An eligible applicant/representative for group application has to be a student enrolled in regular courses at Ritsumeikan University.

However, the following students are not eligible to apply:

- Those who have received disciplinary suspension cannot apply for the academic year that includes the period of suspension.
- Organizations that have been disciplined according to the "Ritsumeikan University Student Organization Discipline Regulations" cannot apply for the academic year that includes the period of discipline.

4 Eligible Expenditures

Please refer to Page 10.

5 Payment Method of Grants

i. Determination of Grant Amount:

Grants will be disbursed based on an assessment of activity expenses submitted in activity reports, receipts, etc., following the completion of activities, and when they are deemed appropriate.

ii. Procedure for Grant Payment:

Payment of determined grant amount will be made upon submission of "Reimbursement / Payment upon Invoice Request Form" (Form C).

iii. Payment Recipient:

Grants will be transferred to the bank account specified in the "Transfer Account Form" (Form A).

6 Matters Concerning Application, Screening and Announcement of Results

Please refer to page 6 and beyond for details.

7 Obligations of Grant Recipients

- i. Attendance at a Financial Aid Selectee Guidance Session
- ii. Submission of the "2024 Ritsumeikan University Financial Aid for Intercultural Exchange Activity Report" (Form B)
- iii. Submission of "Reimbursement / Payment upon Invoice Request Form" (Form C) and receipts or other documents verifying expenditures
- iv. Presentation of achievements when requested by the university

II . SCHEDULE

Financial Aid is scheduled to be administered according to the schedule below.

*Note that some applicants, but not all, are required to participate in an interview.

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

1. Flow from application to award decision and award acceptance

Date	Schedule
April 17, (Wed.) - April 24, 2024 (Wed.) 17:00	<ul style="list-style-type: none"> Submission of application documents, including basis for expected income/expenditures
Mid-April to Early May	Document screening
[For applicants granted Financial who are not requested to participate in an interview]	
May 15 (Wed.) (scheduled)	Announcement of grant recipients *Notification of grant approval or rejection will be delivered to <u>the representative</u> via manaba+R.
[For applicants granted Financial Aid who are asked to participate in an interview]	
May 15 (Wed.)	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> .
May 16(Thu.) - May 17 (Fri.)	Interview
May 22 (Wed.)	Announcement of grant recipients *Notification of grant approval or rejection will be delivered to <u>the representative</u> via manaba+R.
[Financial Aid Selectee Guidance Session]	
In Japanese: May 23 (Thu.)12:20-12:50 In English: May 24 (Fri.) 12:20-12:50	Financial Aid selectee Online Guidance Session

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

Date	Schedule
~ June 7 (Fri.)	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”)
April 1, 2024 (Mon.) - March 3, 2025 (Mon.)	Activity is conducted *Note: This Financial Aid may be applied for to retroactively cover activities already carried out within this period.

<u>Within 2 weeks of the event being held</u> *For events held on multiple dates, the following may be submitted after the conclusion of any one of the events *The final deadline is March 7, 2025 (Fri.)	Submission of the following hardcopy documents/data <ul style="list-style-type: none"> • Reimbursement / Payment upon Invoice Request Form (Form C) • In addition to the above, submit any other documents necessary for requesting payment of financial aid.
<u>Within 1 to 2 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 steps and procedures from application to decision, and finally acceptance of the Financial Aid.

Steps	Procedures and notes
Comprehending the Financial Aid	Carefully read through this handbook and the regulations.
Submitting application documents	<p>▶ Submit application documents</p> <p>What? The 2024 Financial Aid for Intercultural Exchange: Application Form Where? Submit the form in this form. https://cw.ritsumeai.ac.jp/campusweb/SVA20D0.html?key=SUR20240206142218652260158</p> <p>When? April 17, (Wed.) - April 24, 2024 (Wed.) 17:00 (JST)</p>
Screening	<p>【Document Screening】 Selection will be conducted based on submitted application documents.</p> <p>【Interview】 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. The representative applying for the Financial Aid will be sent interview details at their university e-mail address.</p> <p>【Selection criteria】</p> <ul style="list-style-type: none"> • Selection will be conducted based on the following steps and criteria. • <u>Proposals at higher funding levels will be rigorously evaluated to determine if they are commensurate with their requested funding amounts.</u> <p>① Does the proposal correspond with the objective of the Financial Aid? *Please note that activities such as the following are <u>NOT eligible</u>. (Partial excerpt from the regulations)</p> <ul style="list-style-type: none"> -Activities conducted by entities other than the applicant -Activities that do not go beyond the scope of tourism or observation -Activities limited to advancing one's own research or self-improvement -Activities that contribute only to the benefit of specific individuals/groups

	<p>② Is the project appropriate for Financial Aid, feasible, and worthwhile?</p> <p>-Proposal objective: Can "intercultural exchange" be achieved? ⇒Is the project designed to promote interactive exchange among participants and contribute to cross-cultural understanding and intercultural exchange?</p> <p>-Feasibility: Has the proposal been thoroughly fleshed out? ⇒Is the plan feasible, with appropriate management structure (goods and personnel), schedule design, budget calculation, and safety considerations?</p> <p>-Impact of the Project: How will the project contribute to others? ⇒Will the project contribute to the improvement of learning not only of the applicant but also of the Ritsumeikan University's students in terms of promoting cross-cultural understanding and intercultural exchange in the future?</p>
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 the proposal, 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) • <u>Applicants selected for Financial Aid must attend the guidance session to be officially approved as recipients.</u> (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 a class, participate in an academic training, participate in a tournament, 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 in place of the applicant. • 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.

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.
Submit the Transfer Account Form	<p>▶ Notify us of the account into which the Financial Aid should be transferred using the Transfer Account Form (Form A, submitted via email).</p> <ul style="list-style-type: none"> • The account must be in the name of the <u>Representative</u>. • Japanese bank accounts only.
Purchase Insurance	<p><u>All participants in projects funded by the Financial Aid must be insured.</u> Please purchase appropriate insurance coverage by the project date.</p>
Conduct the Project	<p>Be conscious of the following:</p> <ul style="list-style-type: none"> • Save all receipts. • To claim travel expenses, take a group photo of all participants at the project location. • Take photos for the project write-up to be posted on the homepage. <u>Before photographing them</u>, ask photo subjects for permission to release their photos on the homepage.
Survey the Participants	<p>Collect project feedback from participants, including their thoughts on the activities and what they learned. (Any survey method is acceptable)</p>
Write up a Project Report	<p>▶ "Form B_Project Report" (Submit via email) ▶ "Form F_Report for the RU website" (Submit via email) ↑ When writing, keep in mind the fact that your report in Form F will be posted onto our website as-is.</p>
Request payment of Financial Aid	<p>▶ "Form C_Reimbursement / Payment upon Invoice Request Form" (Submit in-person at the International Center)</p> <ul style="list-style-type: none"> • On the back of the receipts attached to Form C, write the name of the account holder (representative) and have them stamp their personal seal. • Additionally, if applicable, please submit Forms D, E and F as well.
The university assesses expenses and determines the amount of Financial Aid to be paid	<ul style="list-style-type: none"> • The International Center will assess submitted documents and determine the amount of Financial Aid to be paid out. • In case of deficiencies in submitted documents, assessment will be conducted after the deficiencies are rectified. • Expenses ineligible for coverage or those for which the basis of expenditure cannot be confirmed by documented evidence will be considered ineligible. (The applicant or applicant group must personally cover all expenses which cannot be subsidized by the Financial Aid.)
Financial Aid is transferred	<p>Financial Aid is transferred to the account on the Transfer Account Form.</p>
What to do if changes to the original proposal occur after the application for Financial Aid has	<p>If any changes are made to your planned project from what you described on your original Application Form, please first consult with your campus's International Center. Then, you will need to submit the Application Adjustment Request (Form G).</p>

been approved	<u>Examples</u> <ul style="list-style-type: none"> • Changes on schedule, event venue • Change of representative etc.
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V. Expenditures

The following expenses are eligible for coverage by the Financial Aid.

Expense (cost) item	Example
(1) Consumables	<ul style="list-style-type: none"> • Consumable supplies and materials, etc., necessary for the project (e.g. paper plates, disposable utensils, ingredients, etc.) • Anything required for holding the event online • Food (<u>only if food is a necessary component of the project. Not acceptable if participants will simply eat while participating in an unrelated online event.</u>)
(2) Insurance premiums	<ul style="list-style-type: none"> • Insurance coverage for project members and participants
(3) Travel	<ul style="list-style-type: none"> • Travel expenses for planning meetings leading up to the project <p>*Excludes international cross-border travel expenses.</p>
(4) Accommodation	<ul style="list-style-type: none"> • Hotel stay for project guest speakers
(5) Honorarium	<ul style="list-style-type: none"> • Honorariums paid to lecturers and guest speakers in the project
(6) Printing and bookbinding	<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	<ul style="list-style-type: none"> • Costs for mailing out event information • Expenses for transportation of desks, chairs, audio equipment, etc., used in the project
(8) Miscellaneous	<ul style="list-style-type: none"> • Expenses which do not fall under (1) to (7) above
(9) 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 (8) above and which are approved to be necessary for project implementation Example: costs related to holding an event online

*Details of each expense item begin on the following page.

*Expenses (costs) which meet the criteria below cannot be covered by the Financial Aid.

Expenses (costs) not covered by the 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 on trains which incur an additional expense
(4) Alcoholic beverages, "luxury" items (things like tobacco, expensive teas, etc.)
(5) Food and drink expenses which do not correspond with the main activity
(6) Cancellation fees associated with project implementation
(7) International cross-border travel expenses
(8) Other expenses deemed to be unnecessary by the Executive Director of the Division of

(1) 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.

(2) Insurance premiums

- 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 an appropriate insurance plan (mandatory).
- Insurance premiums and other associated fees to cover the participants, instructors, staffs, etc., are eligible to be covered by the Financial Aid.
- The appropriate insurance must be purchased at least 2 weeks prior to conducting the activity/project.
- The university uses the following insurance agency.
Creohuman. Co., Ltd.
28 Hiranokamihatchoyanagicho, Kita-ku, Kyoto 603-8353
TEL: 075-463-9178 FAX: 075-463-9179
株式会社クレオヒューマン
〒603-8353 京都市北区平野上八丁柳町 28
TEL:075-463-9178 FAX:075-463-9179

(3) Travel

● Principles for reimbursement of travel expenses

1. International cross-border travel expenses cannot be covered by the Financial Aid.
If you plan to conduct a project overseas, the budget should be focused on at-location project expenses, local travel at the destination, preparations and so on.
2. The amount to be covered for the distance travelled will be determined by figuring the following two values. Whichever is lower will be established as the amount of coverage:
1) the cost of travel via the fixed route, as per the university's guidelines, from the JR station associated with the main RU campus from which the event is based (the university will look up this amount), 2) the cost of travel via the actual route used.
The JR station associated with each RU campus is as follows.

*As a general rule, the starting point (departure point) is considered to be the nearest station to a participant's affiliated campus. If the reasonable meeting point for off-campus activities differs from below, please consult the International Center.

Kinugasa: JR Kyoto Station, BKC: JR Minami-Kusatsu Station, OIC: JR Ibaraki Station

3. Those eligible to have their travel covered are the project organizers, participants, guests receiving an honorarium (invited guest speakers, experts, etc.), and other collaborators (however, only when travel expenses were incurred in related to preparation or implementation of the activity).
4. Eligible methods of transportation are as follows:
 - Public transit (primarily using student or group discounts to figure the grant amount).
 - Charter bus (including expressway tolls, tolls, return fees, and parking fees)
 - Airlines (including special airfare insurance and fuel surcharges. Economy class only)
 For railway usage from each campus to Kansai Airport and Itami Airport, standard fares will be used as the basis. If flying, submission of the flight ticket stub is required.
5. Rental cars, private cars, and taxis are ineligible for reimbursement.
 In cases where their use is absolutely necessary for goods transportation, etc., please consult in advance (expenses will be calculated on the basis of public transit).

Please refer to page 15 for what to submit to request travel expense reimbursement.

(4) Accommodation

- Accommodation may be covered only when approved to be necessary to conduct the activity/project (food expenses excluded).
 If you purchase a package tour, you must attach a breakdown of the food expenses, accommodation expenses, and travel expenses.

Maximum amount of accommodation coverage
12,000 JPY/ person/ night (as per the Ritsumeikan University Travel Cost Payment Regulations)

(5) Honorarium

- Honorariums to be paid to collaborators such as lecturers, experts, and others fall under this category.
 - Please set the amount of the honorarium based on the university's general standard below.
 - Since honorariums are subject to income tax, 10.21% of the taxable amount is deducted at the source. Note that payment/reimbursement of honorarium and tax must be requested from the financial aid.
- *The budget plan must include income tax. (honorarium × taxes 10.21%) = honorarium total
- For filing a withholding tax return for an honorarium, please consult with an expert. The International Center will not file tax returns on anyone's behalf.
 - When paying an honorarium, receive the Receipt (University copy) (Form E) with necessary sections filled out from the collaborator and submit it when requesting payment of 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 Ritsumeikan University lecturer	10,000 JPY	1,137 JPY	11,137 JPY
When inviting a lecturer or guest from outside the university	30,000 JPY	3,411 JPY	33,411 JPY

(6) Printing and bookbinding

- 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 well.

(7) Communications and transport

- 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.) 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) Miscellaneous

- Various expenses which do not fall under (1) to (7) above.
Such as cleaning fees for items used during the project.

(9) 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 (8) 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 an online event
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).

*NOTE 1

This Financial Aid does not cover cancellation fees. Please be cautious from the planning stage to avoid incurring any cancellation fees. For example, for events requiring prior registration it is strongly recommended that you research in advance whether cancellation fees apply, and to use venues or shops which do not charge cancellation fees.

*NOTE 2

The advance payment procedure described here is a special measure to avoid the temporary burden

of high upfront costs. As a rule, expenses should be paid for by the project applicant or group in advance and reimbursement requested afterward. A request may only be accepted if it is deemed to be exceedingly difficult for you to make payment upfront.

- Advance payment for expenses may be requested when a high cost purchase is involved (a purchase exceeding approximately 50,000JPY). Advanced payment will be made as a deposit. To do so, submit "Request for Payment in Advance (Form H)" at least 1 month prior to the date when the purchase is to be made.
- If you do not use up the amount requested in advance (for instance, due to cancellations on the event day resulting in a reduction in the Financial Aid-funded amount), the remainder must be refunded. The remainder must be refunded in cash, so from a security standpoint, situations where funds might remain are to be avoided if at all possible. To try and avoid having leftover advance payment funds, request a lesser amount than needed and cover the remaining amount personally.
- Payment will be rendered to the representative's account upon review of the amount requested, objective of the purchase, and reevaluation of the expense. If a request for advance payment is made only just prior to purchase, payment will not reach the representative's account in time, so be sure to apply well in advance of the purchase date. Further, be aware that the transfer of funds can be delayed due to holidays etc. If you plan on applying for an advance payment, consult with the International Center at the time you receive acceptance decision.
- After receiving advance payment and making the purchase, a report of the purchase must be submitted. If the amount paid to the representative in advanced is equal to the amount of the purchase, submit proof of payment (receipt, payment slip, etc.) along with the Reimbursement/ Payment upon Invoice Request Form (Form C). If the amount paid in advance is not equal to the purchase amount, in addition to submitting the above also complete the following.
 - 1) If the cost of the purchase is less than the amount received in advance
The remainder must be returned. Please follow the instructions provided by the office regarding the refund method.
 - 2) If the cost of the purchase was higher than the amount received in advance
Request payment for the excess cost using the Reimbursement/ Payment upon Invoice Request Form (Form C). Payment will be rendered to the representative's designated account.

VI. Treatment of invoices (“ryoushuusho” (領収書))

When requesting payment of Financial Aid, the following two items must be submitted to substantiate the request.

① The invoice (original copy) ② Documents showing the breakdown of expenses

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

Firstly, please send a PDF scan of invoices to ruinbunka@st.ritsumei.ac.jp in order to get checked by the International Center and then, later submit the originals to the university once you ‘ve gotten the university confirmation.

If submitted incorrectly, you will be requested to resubmit these items. Payment will proceed only after confirming that proper documents and invoices are in order. Therefore, please make sure to submit simple receipts and Form C promptly after implementation of the project.

(1) How to submit invoices
Documents showing the breakdown of expenses
<ul style="list-style-type: none">For Financial Aid to be paid out, proof of purchase and documents detailing the breakdown of expenses must be submitted.If the invoice does not contain itemized details, please fill out the expense breakdown on Form C and attach supporting documents (such as the website or store’s brochure) to serve as the basis for the listed expenses.

Documents to be used
<ul style="list-style-type: none">When submitting invoices, make sure to use “Reimbursement/ Payment upon Invoice Request Form” (Form C) printed out single-sided on A4 size paper.You may submit invoices which are A4 size or larger as they are, without attaching them to Form C.

Attaching invoices
<ul style="list-style-type: none">The <u>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 invoice, and their personal seal must also be affixed</u> (if the representative is an international student without a seal, they must sign their signature instead) before attaching each invoice to the form.Affix invoices <u>flat and neatly</u> 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
<ul style="list-style-type: none">You may fill in Form C either digitally or by hand. When filling in by hand, however, all letters must be written clearly and legibly using a non-erasable black ink pen.

(2) Things to be careful of when submitting invoices

When submitting invoices, please be mindful of the following. If these details are not included, the expenses may be considered ineligible for the Financial Aid. Therefore, please communicate to the other party that these details are required by the University to ensure the issuance of an appropriate invoice.

STEP 1: Things to check for when receiving an invoice

- i. Is the invoice addressed to “Ritsumeikan University”?
- ii. Does the invoice describe what items/services/etc. the payment covers?
- iii. Are details such as taxes included?

*If the other party is not registered in the qualified invoice system, there may be no mention of the amount of tax or the rate on the invoice. If blank, please confirm whether or not a blank entry for the tax section is okay with the other party before accepting.

STEP 2: Points to give attention to when submitting Form C to the University

- i. Are all invoices in order?
- ii. Does each invoice contain an itemized breakdown of costs, or is it accompanied by one?
*Breakdown of costs would be things like receipts (if provided along with the invoice), or the store’s website or brochures, etc. showing list prices.
- iii. No items other than those approved have been applied for.

(3) Travel Expense Claim

What to submit to make a claim for travel expenses depends on which of the following two patterns is applicable.

- A. If the group travelled together via public transit (recommended)
 - Documentation confirming the route and the number of participants, e.g. a photograph showing all participants on location.
 - "Statement of Travel Expenses (Form D)"
- B. If public transport is used individually (when A is difficult due to unavoidable circumstances)
 - Invoice *
 - “Reimbursement/ Payment upon Invoice Request Form” (Form C). Please indicate the route used by each traveler.

*Fare tickets serve as invoices. To use a fare ticket as an invoice, do not pass the ticket through the automatic ticket gate, rather, go to a station staff and declare that you wish to retain the ticket as an invoice. The use of ticket books and IC cards is not permitted.

As already mentioned, travel expenses are covered at whichever is lower, either (i) the cost of travel via the fixed route as per the university’s guidelines (which will be checked by the University) or (ii) the actual route used. Therefore, the amount paid out by the Financial Aid may differ from the amount requested.

(4) If you lose an invoice

If you lose an invoice, request the issuer to reissue it.

You cannot request or receive Financial Aid for an expense for which you have no invoice to submit.

(5) About invoices in the event of a sudden cancellation on the day of
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As already mentioned, Financial Aid does not cover cancellation fees. If a purchase has been made in advance and there are absentees on the event day incurring a cancellation fee, the Financial Aid will exclude the amount for the absentees' cancellation.

Even if invoices for purchases already made include the absentees, they should still be submitted.

Based on the invoices, the University will provide Financial Aid for the number of people who actually participated.

e.g.) 15 people are expected to participate in a Kimono event, and Kimono rental fees for 15 people have been paid for in advance. Unfortunately, 1 person has to cancel on the day of, making for a final participant count of 14.

Invoice to be submitted to the university ⇒ Invoice for Kimono rental fees for 15 people

Amount subsidised by the University ⇒ Kimono rental fees for 14 people

(6) Use of credit cards

As a general rule, do not use credit cards. Pay in cash instead.

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

(7) Purchasing goods online

"Invoices" are also necessary for goods purchased online. Note that a purchase for which an invoice cannot be obtained will not be covered by the Financial Aid.

<< e.g.) 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 "qualified invoice" and "payment statement" separately.

Even when using points or discount schemes imposed on individuals for the purchase of goods via the internet or credit card, only the actual amount paid after the discount can be reimbursed. For this reason, personally owned points (note: including prepaid cards and gift cards) should not be used.

VII. Post-project report and reflection

After the project has been implemented, please do the following to report the results/outcomes.

(i) Collect feedback from participants

Please collect feedback from participants on their impressions and what they learned through the event/project. Any survey method is acceptable. Please make use of the collected feedback in (ii) and (iii) below.

(ii) Submit "Financial Aid for Intercultural Exchange Activity Report (Form B)"

Prepare a report to notify the University of how your project went, as well as for your own reflection. In addition to reporting on the number of participants, you will be asked to reflect on whether you were able to achieve intercultural exchange. If more than one event was held, please indicate the number of participants at each event.

(iii) Submit "Report for the RU website (Form F)"

This is the report which the University will post on its website. The report should include an overview of the activities and what you learned, mixed with photos of the activities (only photos

where you've received online publishing permission from photo subjects). As a rule, the report will be published on the University's website as-is, so keep that in mind as you write it.

(iv) Cooperate if the International Center requests you to present any other reports or results.

VIII. 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]

Please submit documents marked with "#" digitally.

Form	Document name	
Form A	Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange#	Mandatory
Form B	Financial Aid for Intercultural Exchange Activity Report#	Mandatory
Form C	Reimbursement / Payment upon Invoice Request Form	Mandatory
Form D	Statement of Travel Expenses# Used for claiming travel expenses when everyone travels on the same route.	If necessary
Form E	Invoice (Honorarium Received) Form used when paying honorarium to collaborators. Please submit to the university the receipt containing the necessary details and acknowledgment signature from the collaborator.	If necessary
Form F	Report for the RU website# Please note the report will be published on the RU website as-is.	Mandatory
Form G	Application Adjustment Request# *Submit this form if there is any change to the planned project.	If necessary
Form H	Request for Payment in Advance#	If applicable

Nothing follows