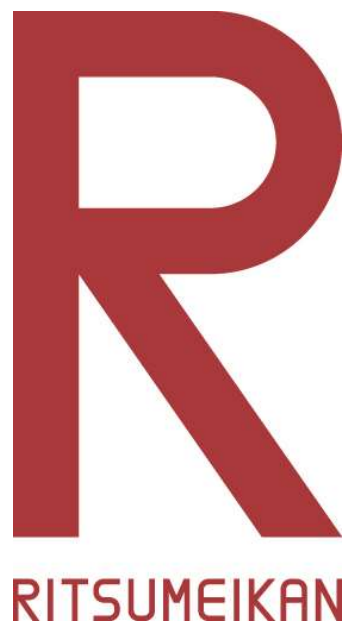


Ritsumeikan University Financial Aid for
Intercultural Exchange

Application Schedule and Handbook for
Implementing Financial Aid



Ritsumeikan University International Center
<AY2023 Fall Semester>

For inquiries: ruibunka@st.ritsumei.ac.jp

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Major Changes for 2023

Regarding the Events with Food & Drinks

Due to the COVID 19 outbreak, expenditures for food and drink (and thus food and drink focused events) had been prohibited for coverage through this Financial Aid. However, in line with the cessation of Ritsumeikan University's BCP as well as the easing of restrictions against COVID infection by the Japanese Government, expenditures for food & drink may be applied for via this 2023 Fall Semester application.

That being said, the prevention of infectious disease is still important. For events involving food, event planners must ask event participants to take care to monitor their health leading up to the event. Further, planners must inform participants that if they don't feel well on the event date they shouldn't push themselves to attend, but rather should contact the event planners and cancel their participation for the day.

● Other university sponsorship which cannot 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 Alumni Association Future Human Resources Development Scholarship (Group)

According to the regulations for this award, an activity identical in objective and content as one which has been selected for support provided by the Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group) 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.

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

<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

- 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 to 17:00 on Wed, Oct 4, 2023	<ul style="list-style-type: none"> Submission of application documents, including basis for expected income/expenditures
Early-mid October	Document screening
<u>Applicants granted Financial Aid who are not requested to first participate in an interview</u>	
Wed, Oct 18 (scheduled)	Representative will be contacted with results *In principle, the <u>applicant</u> will be contacted via manaba+R.
<u>Applicants granted Financial Aid who are asked to first participate in an interview</u>	
Wed, Oct 18	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 19 – Fri, Oct 20	Interview
Wed, Oct 25	Representative will be contacted with results *In principle, the <u>applicant</u> will be contacted via manaba+R.
In English: Fri, Oct 27 12:20-12:50 In Japanese: Thu, Oct 26 12:20-12:50	Financial Aid selectee Guidance Session

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

Date	Schedule
Wed, Nov 1 – Mon, Nov 20	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”)
Sat, April 1, 2023 – Mon, March 4, 2024	<ul style="list-style-type: none"> Activity is conducted (note: this Financial Aid may be applied for to retroactively cover activities already carried out)
<u>Within two 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	Submission of hardcopy/data documents indicated below <ul style="list-style-type: none"> Form for Attaching Receipts/ Reimbursement Request Form (Form C) *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	<p>Document Screening; Selection will be conducted based on submitted application documents.</p> <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. • <u>The representative applying for the Financial Aid</u> will be contacted about the details of the interview via their <u>university e-mail address</u>. </p> <p>Selection criteria; Selection will be determined according to the following criteria. Make an effort to concisely cover the following criteria when filling out the relevant sections of the application form. Also, carefully read and take into account the notes pertaining to each individual section in the application form when filling it out.</p> <table border="1" data-bbox="443 1077 1433 1962"> <thead> <tr> <th data-bbox="443 1077 560 1126">No.</th> <th data-bbox="560 1077 1433 1126">Selection Criteria (5 criteria, 10 angles)</th> </tr> </thead> <tbody> <tr> <td data-bbox="443 1126 560 1323">1</td> <td data-bbox="560 1126 1433 1323"> Student autonomy ·Is it a novel project idea designed by the student, or was it designed by someone else or part of the preexisting activities of another group? · Does the project entail mutual exchange, deepening of understanding, and active interaction between participants? </td> </tr> <tr> <td data-bbox="443 1323 560 1451">2</td> <td data-bbox="560 1323 1433 1451"> Validity of the objective ·Is the objective to promote intercultural exchange? ·Is the proposed project appropriate to be awarded this Financial Aid? </td> </tr> <tr> <td data-bbox="443 1451 560 1615">3</td> <td data-bbox="560 1451 1433 1615"> Attractiveness of the activity (project) ·Are people from a variety of countries and regions expected to participate? · Does the activity (project) employ a unique and reasonable approach toward the theme of intercultural understanding? </td> </tr> <tr> <td data-bbox="443 1615 560 1778">4</td> <td data-bbox="560 1615 1433 1778"> Feasibility ·Is the plan feasible, with realistic planning (equipment, staff) and consideration given for safety? ·Has an appropriate expense estimate been submitted, complete with proof of expected costs? </td> </tr> <tr> <td data-bbox="443 1778 560 1962">5</td> <td data-bbox="560 1778 1433 1962"> Outcome ·Can the activity or project reasonably be expected to contribute to intercultural understanding or exchange? ·Can the activity or project reasonably be expected to contribute to the future deepening of intercultural understanding not just of the applicant, but of our students (the participants) as well? </td> </tr> </tbody> </table>	No.	Selection Criteria (5 criteria, 10 angles)	1	Student autonomy ·Is it a novel project idea designed by the student, or was it designed by someone else or part of the preexisting activities of another group? · Does the project entail mutual exchange, deepening of understanding, and active interaction between participants?	2	Validity of the objective ·Is the objective to promote intercultural exchange? ·Is the proposed project appropriate to be awarded this Financial Aid?	3	Attractiveness of the activity (project) ·Are people from a variety of countries and regions expected to participate? · Does the activity (project) employ a unique and reasonable approach toward the theme of intercultural understanding?	4	Feasibility ·Is the plan feasible, with realistic planning (equipment, staff) and consideration given for safety? ·Has an appropriate expense estimate been submitted, complete with proof of expected costs?	5	Outcome ·Can the activity or project reasonably be expected to contribute to intercultural understanding or exchange? ·Can the activity or project reasonably be expected to contribute to the future deepening of intercultural understanding not just of the applicant, but of our students (the participants) as well?
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<p>Announcement of successful applicants/groups for Financial Aid</p>	<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>
<p>Financial Aid Selectee Guidance Session</p>	<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, participate in 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.
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/ Reimbursement Request Form (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/ Reimbursement Request Form (Form C) <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/ Reimbursement Request Form (Form C).</p>
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 Form for Attaching Receipts/ Reimbursement Request Form (Form C). 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) 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.)
(2) Insurance premiums	<ul style="list-style-type: none"> Insurance fees necessary to cover members and participants for project implementation
(3) Travel	<ul style="list-style-type: none"> Travel expenses that were necessary for having meetings or project implementation
(4) Accommodation	<ul style="list-style-type: none"> Hotel costs incurred when inviting lecturers for implementing the project
(5) 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
(6) Communications and transport	<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
(7) Honorarium	<ul style="list-style-type: none"> Honorariums paid to lecturers and guest speakers in the project
(8) Miscellaneous	<ul style="list-style-type: none"> Various 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 the 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 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

(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, staff, etc., are eligible to be covered by the Financial Aid.
- The appropriate insurance must be purchased at least two 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

(3) Travel

- 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.
Kinugasa: JR Kyoto Station, BKC: JR Minami-Kusatsu Station, OIC: JR Ibaraki Station
- Those eligible to have their travel covered are the event 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).
- Eligible methods of travel are as follows.
 - 1) Public transit (the basic rate considered will be the student discount or group discount rate)
 - 2) Charter bus (including highway fees, charter fees, tolls, parking fees)
 - 3) Air travel (including insurance surcharge and fuel surcharge. Economy class only)

[Notes]

- If all persons travel via the same route and the number of persons can be proven (for example, via

group photo), submission of travel tickets, etc. is not necessary. In such cases, however, the amount to be covered will be the “fixed route” amount. If a unique route of travel was used please submit proof in the form of tickets, etc.

- Travel via rental cars, cars owned by persons involved in the event, and taxis is ineligible. If for some reason such vehicles absolutely must be used, for example to transport equipment, etc., consult with the International Center in advance. (As a rule, compensation will be calculated based on the cost of travel via public transit.)
- For the use of trains from each campus to Kansai International Airport or Osaka International Airport, the normal fare is used as the basis.
- When traveling by air, boarding passes (ticket stubs) must be submitted.

(4) Accommodation

- Accommodation may be covered only when approved to be necessary to conduct the activity/project (food expenses excluded).

Describe why accommodation is necessary and the details of the stay 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.

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

(5) 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 an attachment as well.

(6) 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.) 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.

(7) 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

(8) Miscellaneous

Various 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

- 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 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).

(9) Requesting advance payment for expenses

- Advance payment for expenses may be requested when a high cost purchase is involved (a purchase costing 50,000JPY or more). To do so, submit the Request for Payment in Advance (Form K) at least 3 weeks prior to the date when the purchase is to be made. 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. If you plan

on applying for an advance payment, consult with the International Center first.

- 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 Form for Attaching Receipts/Reimbursement 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. Once confirmed, bring the remainder in exact change to the International Center at the representative's campus and complete return of fund procedures.

2) If the cost of the purchase was higher than the amount received in advance

Request payment for the excess cost using Form for Attaching Receipts/Reimbursement Request Form (Form C). Payment will be rendered to the representative's designated account.

To avoid the hassle of 1) and 2), if at all possible, apply for the exact expected amount when applying for advance payment

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/Reimbursement Request Form (Form C) printed out single-sided on A4 size paper.
- Attach receipts on the Form for Attaching Receipts/Reimbursement Request Form (Form C) 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/Reimbursement Request Form (Form C).
- Also use the Form for Attaching Receipts/Reimbursement Request Form (Form C) 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.
- 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/Reimbursement Request Form (Form C) 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/Reimbursement
Request Form (Form C).

(3) Submission of travel receipts

- For travel expenses, submit receipts and other proof of the breakdown of costs and number of travelers using the Statement of Travel/Accommodation Expenses (Form F). (The form must be submitted in order to make clear the cost of travel per person, and the number of persons travelling.)
 - *If all persons travel via the same route and the number of persons can be proven (for example, via group photo), submission of travel tickets, etc. is not necessary. Enter the departure and arrival stations and number of participants on Form F, along with proof of the number of participants (i.e. a group photo at the destination and the participant list, etc). Avoid traveling individually if at all possible. Instead, gather at the closest station to the campus as the starting point and travel in a group. (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.)
 - *If travel together via one route in a group isn't possible, submission of individual travel tickets (receipts) will be required. Further if the breakdown of costs and travelers is unclear, the Financial Aid may not be issued.
 - *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. Publication on the Homepage

A report of the activity/event will be released as an article on the homepage. To that end, submit the Homepage Publication Statement (Form J).

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]

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/ Reimbursement Request Form (required) <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>
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 J	Homepage Publication Statement A report of the activity/event will be released as an article on the homepage. To that end, please submit the following. <ul style="list-style-type: none">• Two or three event photos• A comment on the event (approximately 200 words; include the name of the writer, their affiliation, and their college or graduate school of enrollment)
Form K	Request for Payment in Advance *Advance payment can be requested for expected purchases costing 50,000JPY or more *Submit the request at least 3 weeks prior to the scheduled purchase date *Advance payment will be made to the representative's account. Due to theft concerns, advance payment will not be made at the International Center in cash. *If receiving advance payment, the Form for Attaching Receipts/ Reimbursement Request Form (Form C), must be submitted after making the purchase.

Nothing follows