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## Nara Institute of Science and Technology Travel Expense Provision Regulations

April 1, 2004  
Regulations No. 68

### I. General provisions

#### Article 1 (Purpose)

1. These regulations stipulate matters necessary for travel expenses that will be provided to board members and employees (hereinafter referred to as the “Board Members and Employees”) and people other than the Board Members and Employees who will travel for Nara Institute of Science and Technology (hereinafter referred to as “NAIST”) duties.
2. Except in cases in which there are special stipulations in NAIST’s terms or a law or ordinance, items related to travel expenses to be provided to Board Members and Employees and people other than the Board Members and Employees shall be according to the stipulations of these provisions.

#### Article 2 (Definitions of terms)

1. In these provisions, the meanings of the terms stated in each of the items below shall be according to the stipulations of the relevant item.
  - (1) Board member duties: Refers to duties of persons who receive the remuneration stipulated in the Nara Institute of Science and Technology Board Member Remuneration Regulations (Regulations No. 44, 2004)
  - (2) Domestic travel: Refers to travel in Japan (refers to Honshu, Hokkaido, Shikoku, Kyushu, and the areas in the islands affiliated with those places; hereinafter the same)
  - (3) Overseas travel: Refers to travel between Japan and other countries (refers to areas other than Japan (including international waters); hereinafter the same) and travel in other countries
  - (4) Business trip: Refers to a Board Member or Employee temporarily leaving NAIST and travelling for work, or a person other than a Board Member or Employee temporarily leaving his or her address or residence and traveling for work
  - (5) Assuming on a post: Refers to a newly hired Board Member or Employee travelling from his or her former residence to a new residence for the purpose of moving in association with that hiring, or an employee who has been ordered to transfer from his or her former residence to a new residence for the purpose of moving in association with that transfer
  - (6) Returning home: In the event that a Board Member or Employee has resigned, retired, or died, refers to that Board Member or Employee, his or her dependent family, or his or her bereaved relatives traveling to the place that will be the base for their daily life

- (7) Bereaved relative: Refers to a Board Member or Employee's spouse, child, parent, grandchild, grandparent, or sibling, or other relatives who share livelihood with the Board Member or Employee when the Board member or Employee dies
2. When a certain class of duties is referred to in these regulations, it shall refer to duties of the relevant class according to the basic salary chart for standard positions stipulated in Nara Institute of Science and Technology Employee Salary Regulations (Regulations No. 56, 2004) and, for a person who does not receive application of the basic salary chart for standard positions, the equivalent duties that are stipulated in the Nara Institute of Science and Technology Travel Expense Provision Policy (Policy No. 13, 2004; hereinafter referred to as "Travel Expense Provision Policy").
3. When a certain place is referred to in these regulations, in the case of Japan it shall refer to the area of a city, town, or village (in the case of an area having a special metropolitan district, the entirety of that special district), and in the case of another country it shall refer to an area equivalent to that.

#### Article 3 (Provision of travel expenses)

1. In the event that a Board Member or Employee has conducted a business trip, that Board Member or Employee shall be provided travel expenses.
2. In the event that a Board Member or Employee, his or her spouse, or his or her bereaved relatives fall under one of the items below, travel expenses shall be provided to the person in the relevant item.
- (1) In the event that the Board Member or Employee resigned, retired, was dismissed (including removal from office), became unemployed, or took a leave of absence (hereinafter referred to as "Resigned, etc.") during domestic travel for a business trip (excluding cases in which travel associated with that Resignation, etc., was not necessary), that Board Member or Employee
- (2) In the event that a Board Member or Employee died during domestic travel for a business trip or to take on a post, a bereaved relative of that Board Member or Employee
- (3) In the event that a Board Member or Employee has died, when a bereaved relative of that Board member or Employee who is in Japan has left his or her residence within three months after the day after the date of that death and returned home, that bereaved relative
- (4) In the event that a Board Member or Employee has Resigned, etc., during overseas travel for a business trip (excluding cases in which travel associated with that Resignation, etc., was not necessary), that Board Member or Employee
- (5) In the event that a Board Member or Employee died during overseas travel for a business trip or to take on a post, a bereaved relative of that Board Member or Employee
3. Irrespective of the provisions of the previous clause, in the event that a Board Member or Employee has Resigned, etc., due to a reason stated in the provisions of Article 17.2(1) of the National University Corporation Act (Law No. 112, 2003), Article 20.1(2), Article 20.2(1), or Article 20.2(4) of the Nara Institute of Science and Technology Employee Employment Regulations (Regulations No. 2, 2004), Article 11.1(2) or Article 11.2(1) of the Nara Institute of Science and Technology Employment Regulations for Education and Research Fixed-Term Contract Employees (Regulations No. 1, 2005), or Article 11.1(2) or Article 11.2(1) of the Nara Institute of Science and Technology Employment Fixed-term Contract Employee Regulations (Regulations No. 3, 2004), travel expenses under the provisions of the respective clause shall not be provided.

4. In the event that a person other than a Board Member or Employee responded to NAIST's commissioning or request and conducted travel for a special lecture, speech, investigation, research, or appraisal in order to assist with duties, or in the event that he or she conducted travel as an interpreter, witness, or unsworn witness, that person shall be provided travel expenses.
5. In the event that a person who may receive travel expenses under the provisions of Article 3.1, 3.2, or 3.4 has had a travel order cancelled under the provisions of Article 4.3 before the departure or has died, when there is an amount already spent for the purpose of that travel the amount the person lost and that is stipulated in the Travel Expense Provision Policy may be provided as travel expenses.
6. In the event that a person who may receive travel expenses under the provisions of Article 3.1, 3.2, or 3.4 lost all or a portion of the travel expenses that were paid by rough estimate due to a public transportation accident, natural disaster, or other unavoidable circumstances during travel (in the event that payment by rough estimate was not received, the amount equivalent to the travel expenses for which payment by rough estimate could have been made), the amount stipulated in these provisions, within the scope of transportation expenses lost, may be provided as travel expenses.

#### Article 4 (Travel orders, etc.)

1. The travel stated in the items below must be conducted, under the classification stated in the relevant item, based on a travel order or travel request (hereinafter referred to as the "Travel Order, etc.") issued before the relevant travel by the NAIST President or the person delegated by the NAIST President (hereinafter referred to as the "Person with Authority to Give Travel Orders").
  - (1) Travel falling under the provisions of Article 3.1: Travel order
  - (2) Travel falling under the provisions of Article 3.4: Travel request
2. The Person with Authority to Give Travel Orders may issue a Travel Order, etc., only in cases in which it is not possible to smoothly perform work by means of communication by telegram, telephone, or postal mail, etc., and in which the budget makes it possible to expend travel expenses.
3. In the event that the Person with Authority to Give Travel Orders recognizes it is necessary to change (including cancellation; hereinafter the same) a Travel Order, etc., that has been issued, and in a case that falls under the provisions of the previous clause, it shall be possible for that person to make that change him or herself or to do so based on an application by a person stipulated in Article 5.1 or 5.2.
4. When issuing or changing a Travel Order, etc., the Person with Authority to Give Travel Orders must state or record the matters related to the relevant travel in a travel order ledger or travel request ledger (hereinafter referred to as the "Travel Order Ledger, etc.") and show it to the relevant person. Provided, however, that this shall not apply in cases in which there is no time to state or record the matters related to the relevant travel in the Travel Order Ledger, etc., and show it.
5. In the event that the Travel Order Ledger, etc., was not shown under the provisions of the previous clause, the Person with Authority to Give Travel Orders shall state the matters related to the relevant travel in the Travel Order Ledger, etc., and show it to the relevant person as promptly as possible.
6. The stated or recorded matters, forms, and other necessary matters for the Travel Order Ledger, etc., shall be stipulated in the Travel Expense Provision Policy.

#### Article 5 (Travel not following travel orders, etc.)

1. In the event that it is not possible to travel following a Travel Order, etc., (including Travel Orders, etc., changed under provisions of Article 4.3; hereinafter in this article the same) due to work, a natural disaster, or other unavoidable circumstances, the person must apply to the Person with Authority to Give Travel Orders in advance to change the Travel Order, etc.
2. In the event that a person has no time to apply to change a Travel Order, etc., under the provisions of the previous clause, he or she must apply to the Person with Authority to Give Travel Orders to change the Travel Order, etc., as promptly as possible after travel not following Travel Orders, etc.
3. In the event that a person did not apply to change a Travel Order, etc., under the provisions of the previous two clauses or applied but it was not approved, when travel was not following the Travel Order, etc., that person may receive travel expenses only for travel following Travel Orders, etc.

#### Article 6 (Types of travel expenses)

1. The types of travel expenses shall be railway fare, ship fare, airfare, carfare, daily allowance, accommodation charges, meal expenses, miscellaneous travel expenses, and death allowance.
2. Railway fare shall be provided as passenger fare, etc., in accordance with the railway travel route.
3. Ship fare shall be provided under passenger fare, etc., in accordance with the waterway travel route.
4. Airfare shall be provided as passenger fare in accordance with the air travel route.
5. Carfare shall be provided as passenger fare in accordance with the overland travel route (excluding railway; hereinafter the same).
6. Daily allowance shall be provided as a fixed amount per day in accordance with travel days.
7. Accommodation charges shall be provided as a fixed amount per night in accordance with the travel nights.
8. Meal expenses shall be provided as a fixed amount per night in accordance with the travel nights during waterway or air travel.
9. Miscellaneous travel expenses shall be provided for the actual miscellaneous expenses associated with a business trip to another country.
10. A death allowance shall be provided as a fixed amount, etc., for a case falling under the provisions of Article 3.2(5).

#### Article 7 (Travel expense calculation)

Travel expenses shall be calculated for cases in which travel was conducted by the most economical and standard route and method. Provided, however, that in the event it is difficult to travel by this route and method due to duties, a natural disaster, or other unavoidable circumstances, calculation shall be made using the route and method actually used.

#### Article 8

1. The number of travel days for calculating travel expenses shall exclude cases falling under the provisions of Article 8.3, and shall be according to the number of days actually necessary for travel. Provided, however, that the days required due to duties, a natural disaster, or other unavoidable circumstances shall be excluded, and it shall not be possible to exceed the total number of days by

the ratio for one day, for 400 kilometers in the case of railway travel, 200 kilometers in the case of waterway travel, and 50 kilometers in the case of overland travel.

2. When a fraction of less than one day has arisen in the total number of days under the provisions of the previous clause, it shall be counted as one day.
3. In a case falling under provisions of Article 3.2(1) through Article 3.2(4), the travel expense calculation days shall be according to the days calculated under the provisions of Article 8.1 and Article 8.2.

#### Article 9

1. The daily allowance and accommodation charges in the event that a person will stay in the same area (refers to an area of the area classification stipulated in Article 2.3; hereinafter the same) shall be, in the event the number of days of stay beginning the day after the arrival day in the area exceeds thirty days, according to the amount resulting from subtracting the amount equivalent to one-tenth of the fixed amount for the excess days from the respective amount and, in the event the number exceeds sixty days of stay, according to the amount resulting from subtracting the amount equivalent to two-tenths of the fixed amount for the excess days from the respective amount.
2. During a stay in the same area, the days on which temporary business trips were made to other places shall be divided from the days of stay of the previous clause.

#### Article 10

In the event that a person residing or staying in a place other than a business trip destination will, for personal reasons, travel directly from that place, when the travel expenses from the place of residence or of stay to the destination are greater than the amount of travel expenses for going from NAIST to the destination, the travel expenses for going from NAIST to the destination shall be provided for that travel.

#### Article 11

In the event that a reason creating a difference for the fixed amount for daily allowance or accommodation charges for one-day travel has arisen, daily allowance or accommodation charges shall be provided according to the higher amount.

#### Article 12

In the event that it is necessary to classify and calculate railway, ship, airfare, or carfare due to duty class changes during railway, waterway, air, or overland travel, calculation shall be made by classifying it into the portion until arriving at the first destination and the portion thereafter.

#### Article 13 (Procedures for claiming travel expenses)

1. A person who intends to receive travel expenses (including travel expenses related to payment by rough estimate) must attach the required materials to the prescribed written request and then submit this to the person responsible for accounting. In such a case, a person who did not submit all or a portion of the materials shall not be able to receive, from the travel expenses for that request, the portion for which those travel expenses were not clarified because materials were not submitted.

2. In the event that a change of travel expenses has arisen due to a travel order change, a person who received travel expenses related to payment by rough estimate must, after completing that travel, settle the travel expenses stipulated in the previous clause for that trip within the prescribed period.
3. In the event that as a result of settlement under the previous clause there was an excess paid amount, the person responsible for accounting must have the person return that amount within the prescribed period.
4. In the event that a person received travel expenses related to payment by rough estimate that were expended or paid did not settle the travel expenses within the period stipulated in Article 13.2 or did not return an excess amount within the period stipulated in Article 13.3, the person responsible for accounting must subtract the travel expense amount for that payment by rough estimate or the amount equivalent to that excess amount from the travel expense amount that the NAIST President will later provide to that person.
5. The written request and types of required materials stipulated in Article 13.1, stated matters or recorded matters and their forms, the period stipulated in Article 13.2 and 13.3, and other necessary matters shall be stipulated in the Travel Expense Provision Policy.

## II. Travel expenses for domestic travel

### Article 14 (Railway fare)

1. The railway fare shall be according to the passenger fare (hereinafter in this article referred to as the "Fare"), express charges, and special car charges stipulated in each of the items below, as well as seat designation charges.
  - (1) The Fare required for riding that train
  - (2) In the case of travel by a line operating trains collecting express charges, express charges, in addition to the Fare stipulated in the previous item
  - (3) In the event that a person with board member duties will travel by a line operating passenger cars collecting special car charges, special car charges, in addition to the Fare stipulated in item 1 and the express charges stipulated in item 2
  - (4) In the case of travel by a line operating passenger cars collecting seat designation charges, seat designation charges, in addition to the Fare stipulated in item 1, the express charges stipulated in item 2, and the special car charges stipulated in item 3
2. The express charges stipulated in Article 14.1.2 shall be provided, limited to cases falling under one of the items below.
  - (1) Travel by a line operating special express trains involving 100 kilometers or more one way
  - (2) Travel by a line operating ordinary express trains involving 50 kilometers or more one way
3. The seat designation charges stipulated in Article 14.1(4) shall be provided, limited to cases falling under travel by a line operating special express trains or ordinary express trains involve 100 kilometers or more one-way.

### Article 15 (Ship fare)

1. The ship fare shall be according to the passenger fare (includes barge fare and pier fare; hereinafter

in this article referred to as the "Fare"), sleeping car charges, and special cabin charges stipulated in each of the items below, as well as seat designation charges.

- (1) In the case of ship travel with three classes of Fares, the Fare stipulated below
    - a. For a person with board member duties, the highest class Fare
    - b. For a person with class 2 duties or above, the middle class Fare
    - c. For a person with class 1 duties, the lowest class Fare
  - (2) In the case of ship travel with two classes of Fares, the Fare stipulated below
    - a. For a person with board member duties, the higher class Fare
    - b. For a person with class 10 duties or lower, the lower class Fare
  - (3) In the case of ship travel without classes for Fare, the Fare required for boarding that ship
  - (4) In the event that sleeping car charges were separately required due to work, the sleeping car charges that were actually paid, in addition to the Fare stipulated in the previous three items
  - (5) In the event that a person with board member duties will travel by a ship falling under the provisions of item 3 and on a sea route that collects special cabin charges, those charges, in addition to the Fare stipulated in item 3 and the sleeping car charges stipulated in item 4
  - (6) In the case of sea route travel that collects seat designation charges, seat designation charges, in addition to the Fare, and charges stipulated in each of the items above
2. For cases falling under the provisions of Article 15.1(1) or 15.1(2), in the case of ship travel that further classifies the Fare into two classes or more, the Fare of the relevant item shall be the highest class within the same class.

#### Article 16 (Airfare)

1. The amount of airfare shall be according to the passenger fare (hereinafter in this article referred to as the "Fare") actually paid.
2. In the event that a person with board member duties used a special seat, the charges that were actually paid for that seat, in addition to the Fare stipulated in the previous clause

#### Article 17 (Carfare)

The amount of carfare shall be according to passenger fare.

#### Article 18 (Daily allowance)

1. The daily allowance amount shall be according to the amount of Appendix 1.
2. Irrespective of the provisions of the previous clause, daily allowance shall not be provided in the case of travel of less than 100 kilometers by railway, less than 50 kilometers by waterway, or less than 25 kilometers overland.
3. For travel that uses a railway, a waterway, or overland, 4 railway kilometers or 2 waterway kilometers shall respectively be deemed 1 overland kilometer, and the provisions of the previous clause shall apply.

#### Article 19 (Accommodation charges)

1. The accommodation charges shall be according to the fixed amount of Appendix 1, in accordance

with the classification of the accommodation.

2. For waterway or air travel, accommodation expenses shall be provided, limited to cases in which the person disembarked or landed and stayed overnight due to work, a natural disaster, or other unavoidable circumstances.

#### Article 20 (Meal expenses)

1. The meal expenses shall be according to the fixed amount of Appendix 1.
2. Meal expenses shall be provided, limited to cases in which separate meal expenses are necessary, in addition to ship fare or airfare or cases in which ship or airfare is not necessary but meal expenses are necessary.

#### Article 21 (Travel expenses for travel within the same area)

1. For travel in the same area, railway, ship, and carfare shall not be provided. Provided, however, that in cases falling under one of the items below, travel expenses in the relevant item shall be provided.
  - (1) In the case of travel of 100 kilometers or more by railway, 50 kilometers or more by waterway, or 25 kilometers or more overland, railway, ship, or carfare stipulated in Article 14, Article 15, or Article 17
  - (2) In addition to cases falling under the provisions of the previous item, in the event that a particularly large railway, ship, or carfare is necessary due to work, a natural disaster, or other unavoidable circumstances, if the actual expenses exceed the equivalent of one-half the daily allowance amount provided for the relevant travel, railway, ship, or carfare equivalent to the excess portion
2. The provisions of Article 18.3 shall apply correspondingly for cases of Article 21.1(1).

#### Article 22 (Travel expenses for people who have retired or resigned, etc.)

The travel expenses that will be provided under the provisions of Article 3.2(1) shall be the travel expenses stipulated in the items below.

- (1) Travel expenses equivalent to those of the previous duties from the place the person was in at the date he or she Resigned, etc., (hereinafter referred to as the "Date of Resignation, etc.") to the place he or she was in on the date the order for Resignation, etc., was received or its occurrence is known (hereinafter referred to as the "Date Resignation, etc., was Known")
- (2) Limited to cases in which departure was made within three months after the date after the Date Resignation, etc., was Known and travel associated with that Resignation, etc., was conducted, travel expenses equivalent to the previous duties from the place the person was in on the Date the Resignation, etc., was Known to NAIST, calculated according to business trip examples

#### Article 23 (Travel expenses for bereaved relatives)

1. The travel expenses to be provided under the stipulations of Article 3.2(2) shall be the travel expenses stipulated in the items below.
  - (1) In the event that a Board Member or Employee died during a business trip, the travel expenses equivalent to the previous duties that are necessary to return from the place of death to NAIST
  - (2) In the event that a Board Member or Employee died during a post, the travel expenses



equivalent to the previous duties from the place of death to the new residence calculated according to the provisions of the Nara Institute of Science and Technology Regulations for Travel Expenses for Assuming Posts (Regulations No. 69, 2004; hereinafter referred to as the “Provisions for Post Travel Expense Regulations”)

2. The order bereaved relatives receive the travel expenses stipulated in the previous clause shall be according to the order stated in Article 2.1(7), and in the event that there are two or more people in the order the older person will have priority.
3. The travel expenses that will be provided under the provisions of Article 3.2(3) shall be the railway, ship, and carfare, and meal expenses from the place of residence to the place of return (in the case of returning to another country, departure from Japan to the other country), calculated according to the provisions of Article 20.1(1) of the Provisions for Post Travel Expense Regulations. In such a case, the “date the person was hired or the date the person was ordered to transfer” in Article 20.1(1) of the Provisions for Post Travel Expense Provision shall be adjusted to be read as the “date the Board Member or Employee died.”

### III. Travel expenses for travel to other countries

#### Article 24 (Travel expenses in the case of passing through Japan)

In the case of passing through Japan during travel to another country, the travel expenses that shall be provided for travel within Japan shall be according to stipulations of the previous chapter. Provided, however, that ship or airfare in the case of departing from Japan or arriving in Japan by ship on a foreign waterway or airplane and the daily allowance and meal expenses beginning on the date of departing from Japan or the daily allowance and meal expenses until the date of arriving in Japan shall be according to the provisions of this chapter.

#### Article 25 (Railway fare)

The railway fare shall be according to the passenger fare actually paid under the provisions of the items below (hereinafter in this article referred to as the “Fare”), the express charges, and the sleeping car charges (including passenger tax for these).

- I. In the case of travel by a line for which Fare is classified into three or more classes, the Fare stipulated below
  - a. For a person with board member duties or class 7 or higher duties, the highest class Fare
  - b. For a person with class 6 or lower duties, the Fare class immediately below the highest class
- (2) In the case of travel by a line for which Fare is classified into two classes, the higher class Fare
- (3) In the case of travel by a line that does not set Fare classes, the Fare necessary for riding that train
- (4) In the event that a person with board member duties or class 7 or higher duties used a special seat due to duties, the Fare actually paid, in addition to the Fare stipulated in the previous three items
- (5) In the event that separate express charges or sleeping car charges were necessary due to duties, the express charges or sleeping car charges that were actually paid, in addition to the Fare stipulated in the previous four items

## Article 26 (Ship fare)

The ship fare shall be according to the passenger fare (including barge fare and pier fare; hereinafter in this article referred to as the "Fare") stipulated below that was actually paid and sleeping car charges (including passenger tax for these).

- (1) In the case of ship travel for which Fare is classified into two or more classes, it shall be the highest class Fare, and in the case of ship travel for which the highest class Fare is further classified into two or more classes, it shall be the Fare stipulated below.
  - a. In the case of ship travel for which the highest class Fare is classified into four or more classes  
For a person with board member duties or class 7 or higher duties: The Fare of the class immediately below the highest class  
For a person with duties between class 6 and class 2: The class Fare immediately below the class Fare stipulated for a person with board member duties or class 7 or higher duties  
For a person with class 1 duties: The lowest class Fare
  - b. In the case of ship travel for which the highest class Fare is classified into three classes  
For a person with board member duties or class 7 or higher duties: The middle class Fare  
For a person with class 6 or lower duties: The lowest class Fare
  - c. In the case of ship travel for which the highest class Fare is classified into two classes  
The lower class Fare
- (2) In the case of ship travel that does not set class Fare, the Fare necessary for riding that ship
- (3) In the event that, due to duties, a person with board member duties or class 7 or higher duties received permission in advance from the Person with Authority to Give Travel Orders and then used a cabin requiring special Fare, the Fare actually paid, in addition to the Fare stipulated in the previous two items
- (4) In the event that separate sleeping car charges were necessary due to duties, the sleeping car charges that were actually paid, in addition to the Fare stipulated in the previous three items

## Article 27 (Airfare and carfare)

1. The airfare shall be according to the passenger fare actually paid (hereinafter in this article referred to as the "Fare") stipulated in the items below.

- (1) In the case of air travel for which the Fare is classified into three or more classes, the Fare stipulated below
  - a. Of people with the board member duties, for the NAIST President, the highest class Fare
  - b. For people with board member duties (excluding people falling under a), people with class 7 or higher duties, and people with class 6 or class 5 duties who will do something stipulated in the Travel Expense Provision Policy as air travel taking a long time (hereinafter referred to as the "Specific Air Travel"), the Fare class immediately below the highest class
  - c. For people with class 6 or lower duties (excluding people falling under b), the Fare class immediately below the Fare class stipulated in b
- (2) In the case of air travel for which Fare is classified into two classes, the Fare stipulated below
  - a. For people with board member duties or class 7 or higher duties and people with class 6 or class 5 duties who will conduct the Specific Air Travel, the higher class Fare

- b. For people with class 6 or lower duties (excluding people falling under a), the lower class Fare
- (3) In the case of air travel that does not set Fare classes, the Fare necessary for using the airplane
- (4) In the event that a person with board member duties used a special seat due to duties, the Fare actually paid for that seat, in addition to the Fare stipulated in the previous three items

2. The carfare shall be according to the amount of actual expenses.

#### Article 28 (Daily allowance, accommodation charges, and meal expenses)

1. The daily allowance and accommodation charges shall be according to Appendix 2, in accordance with the destination classification.
2. Irrespective of the provisions of the previous clause, the accommodation charges in the event that sleeping car charges will be provided under the provisions of Article 25(5) shall be equivalent to seven-tenths of the fixed amount of Appendix 2, in accordance with the destination classification.
3. The meal expenses shall be according to the fixed amount of Appendix 2.
4. The provisions of Article 18.3, Article 19.2, and Article 20.2 shall apply correspondingly for daily allowances, accommodation charges, and meal expenses in cases of overseas travel.

#### Article 29 (Miscellaneous travel expenses)

Miscellaneous travel expenses shall be according to the actual expenses for the person's immunization shot expenses, service charges for passport issuance and visa, foreign currency exchange service charges, immigration tax, service charges for flight tickets, and passenger service facility charges.

#### Article 30 (Death allowance)

1. In a case falling under the provisions of Article 3.2(5) (excluding cases in which the place of death is Japan), the death allowance shall be according to the fixed amount of Appendix 3.
2. In the event that a Board Member or Employee falls under the provisions of Article 3.2(5) and the place of death is Japan, the death allowance provided under the provisions of Article 3.2(5) shall be according to the amounts stipulated in the items below, irrespective of the provisions of Article 30.1.
  - (1) In the event that a Board Member or Employee has died during a business trip, if the death was in Japan, the travel expenses calculated according to the provisions of Article 23.1(1)
  - (2) In the event that a Board Member or Employee has died at post, the travel expenses calculated according to the provisions of Article 23.1(2)
3. The provisions of Article 23.2 shall apply correspondingly for the order of bereaved relatives who will receive the death allowance stipulated in Article 30.1 or 30.2 in a case falling under the provisions of Article 3.2(5).

#### Article 31 (Travel expenses for travel within the same area)

The provisions of Article 21.1 and 21.2 shall apply correspondingly for travel expenses for travel within the same area of another country. In such a case, the "Article 14, Article 15, or Article 17" in Article 21.1(1) shall be changed to be read as "Article 25, Article 26, or Article 27.2."

#### Article 32 (Travel expenses for a person who has resigned or retired, etc.)

For the travel expenses that will be provided under the stipulations of Article 3.2(4), in the event that a Board Member or Employee has Resigned, etc., in a business trip location in another country, when he or she has traveled in association with that Resignation, etc., without returning from the former business trip location to NAIIST, the travel expenses stipulated in the items below shall be provided.

- (1) The daily allowance and accommodation charges equivalent to the previous duties, in accordance with the classification of the area where the business trip location was from the date of the Resignation, etc., until the Date the Resignation, etc., was Known
- (2) Limited to cases in which the person left the business trip location and returned to Japan within three months after the Date the Resignation, etc., was Known, the travel expenses stipulated below
  - a. The daily allowance and accommodation charges equivalent to the previous duties, in accordance with the classification of the area where the former business trip location was from the date after the Date the Resignation, etc., was Known until the date before that departure; Provided, however, that it shall not be possible to exceed the portion for thirty days for a daily allowance or the portion for thirty nights for accommodation charges.
  - b. The travel expenses equivalent to the previous duties from the business trip location to the residence, calculated according to the Provisions for Post Travel Expense Regulations (excluding after-arrival allowances stipulated in the Provisions for Post Travel Expense Regulations)

#### IV. Miscellaneous provisions

##### Article 33 (Adjustment of travel expenses)

1. In the event that travel expenses under these provisions were provided because a person travelled using public means of transportation or accommodation facilities or based on other special circumstances or the nature of the relevant travel, if there will be provision of travel expenses that unjustly exceed the actual travel expenses or travel expenses that ordinarily are not necessary, it shall be possible for the NAIIST President to not provide travel expenses for the portion exceeding those actual expenses or travel expenses for the portion that is not necessary.
2. In the event that it is difficult for a person to travel by the travel expenses stipulated in these provisions because of special circumstances for that travel or because of the nature of that travel, the NAIIST President may provide separately stipulated travel expenses.

##### Article 34 (Provisions for implementation)

Procedures for implementing these provisions and other matters that are necessary for their execution shall be stipulated in the Travel Expense Provision Policy.

##### Supplementary provision

These Regulations shall come into effect on April 1, 2004.

##### Supplementary provision

These Regulations shall come into effect on September 14, 2005 and be applicable from April 1, 2005.

##### Supplementary provision

These Regulations shall come into effect on November 29, 2006 and be applicable from April 1, 2006.

Supplementary provision

These Regulations shall come into effect on July 15, 2008, and the provisions of these Regulations that were revised under these provisions shall be applicable from April 10, 2008.

Supplementary provision

These Regulations shall come into effect on April 1, 2009.

Supplementary provision

These Regulations shall come into effect on September 15, 2009.

Appendix 1 (related to Article 18, Article 19, and Article 20)

Domestic travel expenses (daily allowance, accommodation charges, and meal expenses)

Classification		Person with board member duties	Person with class 7 duties or higher	Person with class 6 to class 3 duties	Person with class 2 duties or lower
Daily allowance (per day)		JPY 3,000	JPY 2,600	JPY 2,200	JPY 1,700
Accommodation charges (per night)	Region A	JPY 14,800	JPY 13,100	JPY 10,900	JPY 8,700
	Region B	JPY 13,300	JPY 11,800	JPY 9,800	JPY 7,800
Meal expenses (per night)		JPY 3,000	JPY 2,600	JPY 2,200	JPY 1,700

Notes

1. Region A in the above chart shall include the regions stipulated in the items below.
  - I. Saitama City, Saitama Prefecture
  - II. Chiba City, Chiba Prefecture
  - III. Special district of the Tokyo metropolitan area
  - IV. Yokohama City or Kawasaki City, Kanagawa Prefecture
  - V. Nagoya City, Aichi Prefecture
  - VI. Kyoto City, Kyoto Prefecture
  - VII. Osaka City or Sakai City, Osaka Prefecture
  - VIII. Kobe City, Hyogo Prefecture
  - IX. Hiroshima City, Hiroshima
  - X. Fukuoka City, Fukuoka Prefecture
2. Region B in the above chart shall include the regions other than those stipulated in item 1.
3. In the event that a person does not stay in a fixed accommodation facility, it shall be deemed that he or she stayed in Region B.

## Appendix 2 (related to Article 28)

### Overseas travel expenses (daily allowance, accommodation charges, and meal expenses)

Classification		Person with board member duties	Person with class 7 duties or higher	Person with class 6 to class 3 duties	Person with class 2 duties or lower
Daily allowance  (per day)	Designated city	JPY 8,300	JPY 7,200	JPY 6,200	JPY 5,300
	Region A	JPY 7,000	JPY 6,200	JPY 5,200	JPY 4,400
	Region B	JPY 5,600	JPY 5,000	JPY 4,200	JPY 3,600
	Region C	JPY 5,100	JPY 4,500	JPY 3,800	JPY 3,200
Accommodation charges  (per night)	Designated city	JPY 25,700	JPY 22,500	JPY 19,300	JPY 16,100
	Region A	JPY 21,500	JPY 18,800	JPY 16,100	JPY 13,400
	Region B	JPY 17,200	JPY 15,100	JPY 12,900	JPY 10,800
	Region C	JPY 15,500	JPY 13,500	JPY 11,600	JPY 9,700
Meal expenses		JPY 7,700	JPY 6,700	JPY 5,800	JPY 4,800

### Notes

1. Foreign countries shall be classified into the regions stipulated in the items below.

#### I. North American region

North American continent (excluding Mexico and the regions south of Mexico), Greenland, Hawaiian Islands, Bermuda Islands, Guam, and the islands surrounding those places (excluding the West Indies and Mariana Islands (excluding Guam))

#### II. European region

European continent (including Azerbaijan, Armenia, Ukraine, Uzbekistan, Kazakhstan, Kirgiz, Georgia, Tajikistan, Turkmenistan, Belarus, Moldova, and Russia; excluding Turkey), Iceland, Ireland, Britain, Malta, Cyprus, and the islands surrounding those places (including Azores, Madeira, and Canary Islands)

#### III. Middle East region

Arabian Peninsula, Afghanistan, Israel, Iraq, Iran, Kuwait, Jordan, Syria, Turkey, Lebanon, and

the islands surrounding those places

IV. Asian region (excluding Japan)

Asian continent (excluding Azerbaijan, Armenia, Ukraine, Uzbekistan, Kazakhstan, Kirgiz, Georgia, Tajikistan, Turkmenistan, Belarus, Moldova, Russia and the regions stipulated in the previous item), Indonesia, East Timor, the Philippines, Borneo, and the islands surrounding those places

V. Latin American region

Mexico and the regions south of Mexico on the North American continent, South American continent, West Indies, Easter Island, and the islands surrounding those places

VI. Oceania region

Australian continent, New Zealand, the islands surrounding those places, and the islands in Polynesian waters, Micronesian waters, and Melanesian waters (excluding Hawaiian Islands and Guam)

VII. African region

African continent, Madagascar, Mascarene Islands, Seychelles Islands, and the islands surrounding those places (excluding Azores islands, Madeira Islands, and Canary Islands)

VIII. Antarctic region

The Antarctic continent and its surrounding islands

2. Designated city, Region A, Region B, and Region C in the above chart shall be the regions stipulated in each of the items below.

I. Designated cities

Regions of Singapore, Los Angeles, New York, San Francisco, Washington D.C., Geneva, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait, Riyadh, and Abidjan

II. Region A

Of the regions stipulated in 1 as the North American region, the European region, or the Middle East region, regions other than designated cities that are regions excluding Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kirgiz, Georgia, Croatia, Kosovo, Slovakia, Slovenia, Serbia, Tajikistan, Czech Republic, Turkmenistan, Hungary, Bulgaria, Belarus, Poland, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Moldova, Montenegro, Latvia, Lithuania, Romania and Russia

III. Region B

Regions other than designated cities, Region A, and Region C (excluding Japan)

IV. Region C

Of the regions stipulated in 1 as the Asian region (excluding Japan), the Latin American region, the African region, and the Antarctic region, regions other than designated cities that are regions excluding Indochina (including Singapore, Thailand, Myanmar, and Malaysia), Indonesia, the Republic of Korea, East Timor, the Philippines, Borneo, and Hong Kong, and the islands surrounding those places

3. The daily allowance in the case of travel by ship or airplane (excluding travel for the day of departing from or arriving to another country) shall be the fixed amount stipulated for Region C.



Appendix 3 (related to Article 30)

Overseas travel expenses (death allowance)

Classification	Death allowance
Person with board member duties	JPY 512,000
Person with class 9 duties or higher	JPY 464,000
Person with class 8 or class 7 duties	JPY 416,000
Person with class 6 duties	JPY 392,000
Person with class 5 or class 4 duties	JPY 368,000
Person with class 3 duties or lower	JPY 320,000