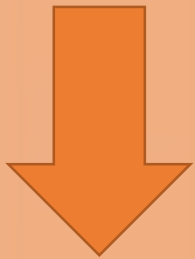


Manual for Faculty Members (Business Trips)

Ver.3
R6.4

For
inquiries,
please
contact us
at the
following



[Contact
Information]

P. 24 and 25

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1. Outline of Business Trips and Travel Expenses

Travel Order / Report

Business trips are taken when instructed (travel order) by a travel order approver (department head, etc.), and the approver may only issue travel orders when it is deemed necessary for business purposes and when the budget allows for travel expenses to be paid. After the business trip, it is necessary to submit a business trip report to travel order approver.

Change / Cancellation

In the event that, after the travel order has been issued, unavoidable circumstances require a change in the itinerary, etc., or if you wish to cancel the business trip, it is necessary to immediately apply for a change or cancellation of the travel order. If you have already arranged your flight tickets, we will pay the cancellation fee.

Payment of Travel Expenses

Payment of travel expenses includes transportation expenses, daily allowances, lodging expenses, and miscellaneous travel expenses (for international travel only). In principle, payment is settled after the business trip (by bank transfer), but the following systems are available to reduce the burden on travelers by providing funds airfares, etc. in advance.

1. Direct Payment to Travel Agencies
The university pays the airfare, hotel, etc. arranged by the traveler directly to the travel agency. For details, see P. 16.
2. Rough estimate payment (for when it is difficult to pay for long-term business trips, etc. in advance)
In this case, the travel expenses are paid before the business trip and then settled after the business trip.
If you wish to use this system, please inform us when submitting the business trip application.

2. Business Trip Procedures

— Before the Business Trip —



Travel Order (Request) Register

申請者氏名	所属課	申請日	承認日	承認者	承認印

(1) Business trip application
<Online purchase and travel expense claim system>
 Period of travel, destination, duties, budget, etc.
<Documents to submit>
 See next page

Travel order
 approver
 (Department head)

At each General
 Affairs Office

Procedure to
 issue order

Confirmation of
 completion of
 business trip

It is not necessary to
 conduct business trip
 procedures for one-day
 business trips in the
 Kanto region.

Expenses for travel within
 the areas indicated by the
 red box will be paid as
 “Transportation Expenses
 for One-day Business Trip”
 instead of “travel expenses.”
 For details, see P. 19.



(2) Travel order

— After the Business Trip —



Business Trip Report

報告者氏名	所属課	報告日	承認日	承認者	承認印

(3) Business trip report
<Online purchase and travel expense claim system>
 Description of duties, accommodations, etc.
<Documents to submit>
 See next page

Department in
 charge of
 contracts
 [Calculation of travel
 expenses]

(4) Request for payment

(5) Payment of travel
 expenses
 (Bank transfer)

Reporting procedure

(within two weeks after
 the business trip)

*Online purchase and travel expense claim system (see page 23)

3. Documents to Submit

	Both domestic and international business trips	International business trips
<div>Before the business trip</div> <div>Business trip application</div>	<ul style="list-style-type: none"> ✓ Travel order (request) register prepared using the online purchase and travel expense claim system ✓ Documents that provide an overview of duties (e.g., conference invitation, program organized, letter of invitation, etc.) <p>Note: The party to bear the travel expenses If travel expenses are paid (including partial payment) by the organizer or other party, please submit documentation (e.g., lecture request form) confirming the details of payment.</p>	<ul style="list-style-type: none"> ✓ International business trip record ✓ Travel itinerary (e.g., date and time of departure, route) ✓ Security export check sheet
<div>After the business trip</div> <div>Business trip report</div>	<ul style="list-style-type: none"> ✓ Business trip report prepared using the online purchase and travel expense claim system ✓ Various receipts ✓ Proof of boarding (e.g., ticket stubs) ✓ Package travel statement 	<ul style="list-style-type: none"> ✓ Detailed breakdown of airline ticket (Documents showing the traveler's name, date and time of departure, route, fare, fees, and other information)

Travel expenses are calculated based on the travel order register, business trip report, and other necessary documents, so please be sure to submit all applications, reports, etc. correctly.

**Note: Additional support due to introduction of the invoice system
From October 2023**

For domestic business trips by **students** and **invitees**, in addition to the documents listed on the left, please also request submission of **addressed** qualified invoices (bills or receipts, etc.) pertaining to the following.

- Airfare
- Lodging expenses
- Package travel expenses
- Railway fares of 30,000 yen or more round-trip

* The amount stated on the qualified invoice does not necessarily equal the amount of travel expenses paid. Lodging expenses are paid in a fixed amount based on the university's travel expense regulations, not on the submitted receipts, so if you wish to be paid based on the actual amount spent, please be sure to declare it in the business trip report. Please note, however, that special circumstances are required for payment in excess of the fixed amount (see P. 12). Please refer to P. 17 for more information on the procedures for student business trip and invitation travel expenses.

4. Notes on Procedures

Business trip application deadline	There is no set deadline for business trip application procedures. However, it takes several days for the General Affairs Office to confirm the application and for the travel order approver to give approval, etc., so we ask for your cooperation in performing the application procedures well in advance. (Guideline: At least one week prior to the business trip date)
Business trip reporting deadline	Please submit a business trip report to the General Affairs Office within two weeks from the day following the date on which the business trip is completed.
Compensation for budget shortfalls	Although it is necessary to secure a travel expense budget when applying for a business trip, if there is a shortfall in the budget, the unrestricted budget (e.g., operating expenses, donations) can be used to compensate for the shortfall.
Combined use of travel expenses	If you will be performing multiple duties with different purposes (separate budgets) during the business trip, please clarify the category (itinerary) of each expense.
Business trips across fiscal years	There is no need to perform separate business trip application and report procedures for each fiscal year even if the travel period across fiscal years. However, since travel expenses are paid from the budget for each fiscal year, it is necessary to secure a budget within each fiscal year.
Business trips that include personal travel	If you plan to engage in personal travel (vacation) lasting roughly a day either before or after your duties, please do not include the day of the personal travel in the business trip period and be sure to declare it in the remarks section. (You may be asked to personally bear the outbound or inbound transportation expenses for personal travel lasting multiple days.)
Business trips for which the individual must bear all travel expenses	This is handled as off-campus training without a travel order. For details, please contact the General Affairs Office (last page).
Duties related to positions in organizations other than the university	Attendance at meetings of the board of directors, board of trustees, etc. of academic societies is an activity for the benefit of the academic society itself (concurrent position), and therefore cannot be applied for as university duties.

5-1. Transportation Expenses (Domestic-1)

The route to the destination is determined be based on **the most economical normal route and method**.

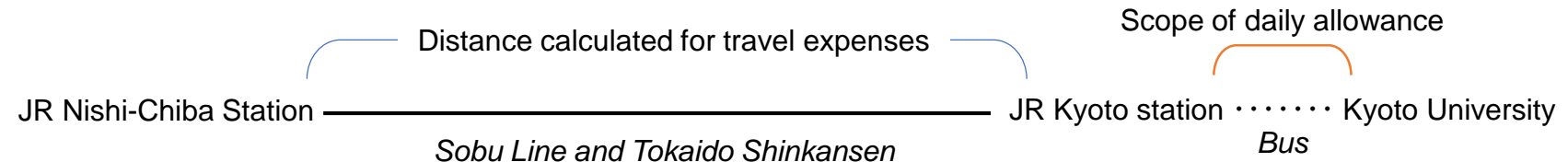
“The most economical”: Not necessarily the least expensive option as the decision also takes time cost into consideration

“Normal route and method”: The socially accepted route among the various available means of transportation such as rail, air, ship, etc.

Railway fare: Calculated by the department in charge of contracts using fare calculation software.
In principle, the distance to be calculated is from the train station nearest to the place of work to the train station nearest to the destination.

* Fares for local buses, etc. used from the place of work to the nearest train station (or from the train station nearest the destination to the destination) are not included in the calculation of transportation expenses, as they are considered to fall within the scope of the daily allowance paid separately.

[Example]



On lines with express fares, the express fare will be paid if the distance by train is 50 km or more one-way, and the special express fare and seat reservation fee will be paid if the distance is 100 km or more one-way.

* Green Car fares will not be paid.

5-1. Transportation Expenses (Domestic-2)

Airfare: Paid based on receipts.

Air travel is permissible for destinations throughout the Hokkaido, Shikoku, and Kyushu regions, as well as for Tottori, Shimane, and Yamaguchi prefectures. For other regions, air travel may be considered an economical route and method depending on the nature of the duties, itinerary, and total travel expenses for the trip concerned.

- *1 Professors (equivalent to regular positions of Level 9 or higher) are allowed to use special seating facilities (Class J, etc.). Faculty members other than professors (equivalent to regular positions of Level 8 or lower) using special seating facilities must bear the relevant seating fees on their own.
- *2 If more than one boarding class is available, please refer to P. 10.
- *3 We ask that mileage earned from business be used to reduce the cost of the next business trip.

Ship fare: Paid based on receipts.

<Boarding class eligibility>

When fares are separated into three classifications

Professors (equivalent to regular positions of Level 9 or higher)	=>	Higher fare
Faculty members other than professors (equivalent to regular positions of Level 8 or lower)	=>	Median fare
Students, etc. (equivalent to regular positions of Level 1)	=>	Lower fare

When fares are separated into two classifications

Professors (equivalent to regular positions of Level 9 or higher)	=>	Higher fare
Faculty members other than professors (equivalent to regular positions of Level 8 or lower)	=>	Lower fare

Please see P. 22 for the Regular Position Salary Chart Comparison Table.

5-1. Transportation Expenses (Domestic-3)

Bus fare: Airport connection buses are calculated using fare calculation software in the same way as railway fares.

The actual costs of long-distance bus fares are paid based on receipts.

- * Local bus fares at the destination, etc. are included in the fixed daily allowance. If the bus fare used in a given day exceeds the fixed daily allowance, the amount in excess may be paid by declaring it in the business trip report.

Taxi fare: If necessary to use a taxi due to the nature of the duties, natural disaster, or other unavoidable circumstances, the actual costs will be paid based on receipts.

- * The reason for use must be stated in the business trip report.

Note: If necessary to use a rental car, official car, or private car due to the nature of the duties, you may request payment of the rental car, gasoline, toll road, and other expenses required in the performance of the duties. The actual costs will be paid based on receipts. For details, please see to the “Advance Payment” section of the Manual for Faculty Members (Procurement of Goods, etc.).

5-2. Transportation Expenses (International)

Railway fare: Paid based on receipts. If a receipt is not issued, please declare the distance traveled and the fare in the business trip report.

<Boarding class eligibility>

When fares are separated into three or more classifications => Second highest fare

When fares are separated into two classifications => Higher fare

*No relation to position

Airfare: Paid based on receipts.

Please also submit documentation (written estimate, etc.) with a detailed breakdown (e.g., traveler's name, date of boarding, route, fare, fees).

Please see the next page for the available boarding classes.

*We ask that mileage earned from business be used to reduce the cost of the next business trip.

Ship fare: Paid based on receipts.

*Professors (equivalent to regular positions of Level 9 or higher) => If necessary to use a cabin requiring a special fare due to the nature of the duties, please obtain permission from the supervisor issuing the travel order.

Vehicle fare: If necessary to use a taxi or bus due to the nature of the duties, natural disaster, or other unavoidable circumstances, the actual costs will be paid based on receipts, so please submit any receipts along with the business trip report.

*The reason for using a taxi must be stated in the business trip report.

5-3. Transportation Expenses (Aircraft Boarding Class Eligibility)

(It varies depending on the number of aircraft boarding classes.)

Note: Stipulations on higher boarding class eligibility were relaxed due to revisions of the regulations in April 2021.

[Pattern 1]	[Pattern 2]	[Pattern 3]	[Pattern 4]
<Four classes>	<Three classes (1)>	<Three classes (2)>	<Two classes>
First Class	First Class	Business Class	Business Class
Business Class	Business Class	Premium Economy Class	Economy Class
Premium Economy Class	Economy Class	Economy Class	
Economy Class			



indicates boarding classes available to professors (equivalent to regular positions of Level 9 or higher)



indicates boarding classes available to associate professors and below (equivalent to regular positions of Level 8 or lower)

Please see P. 22 for the Regular Position Salary Chart Comparison Table.

—Special exceptions for long-distance flights—

Faculty and staff members other than professors are also allowed to use a higher boarding class if they meet any of the following criteria in order to reduce the physical burden.

- ☆ Trips of approx. 3,000 miles per flight (lower limit of “approx.”: 2,700 miles)
- ☆ Trips of approx. 7 hours per flight (lower limit of “approx.”: 6 hours and 20 min)

*To use a higher boarding class for health reasons, please obtain approval from the travel order approver (department head).

6. Daily Allowance

Note: The definition of “lunch expenses are not included” was added in the revisions of the regulations in April 2021.

Daily allowance: Expenses incurred during travel in the course of performing the intended duties.

[Specific examples of expenses]

Local transportation expenses (bus fare from the train station either nearest to the point of departure or nearest to the destination), communication expenses (including Wi-Fi rental), locker usage fees, foreign currency exchange fees, etc.

[Domestic travel expenses] Paid at a flat rate of 2,000 yen per day.

[International travel expenses]

Paid in a fixed amount based on the regional classification of the business trip destination.

Classification	International travel			
	Designated city	Region A	Region B	Region C
Daily allowance	7,000 yen	6,000 yen	5,000 yen	4,000 yen

Please see P. 14 for the cities in each regional classification.

* If expenses during the trip exceed the fixed daily allowance, the excess amount may be paid based on receipts. (If receipts are not issued, such as for local buses, etc., please declare the amount in the business trip report.)

7. Lodging Expenses

Note: The definition of “dinner and breakfast expenses are not included” was added in the revisions of the regulations in April 2021.

Lodging expenses: Accommodation fees and other miscellaneous expenses associated with lodging during travel.

[Domestic travel expenses] Paid at a flat rate of 12,000 yen per night.

[International travel expenses] Paid in a fixed amount based on the regional classification of the business trip destination.

Classification	International travel			
	Designated city	Region A	Region B	Region C
Lodging expenses	22,000 yen	18,000 yen	15,000 yen	13,000 yen

Please see P. 14 for the cities in each regional classification.

Lodging is available for business trips with duties spanning multiple days as well as in the following cases.

- Overnight stay before work: When the traveler would not arrive in time to begin duties even if leaving the place of work at 7:00 a.m.
- Overnight stay after work: When the traveler would not arrive at the place of work by 9:00 p.m. after the completion of duties

If necessary to stay in or near Tokyo due to the nature of the duties, please declare the reason when applying for the business trip.

Example: Because you need to obtain experimental data late at night, etc.

If lodging expenses exceed the fixed amount due to special circumstances, the excess amount may be paid based on the receipts.

Please declare the reason in the business trip report.

Example: Due to the need to use a hotel designated by the organization sponsoring the conference; Because it was a busy season and all the hotels were expensive, etc.

8. Miscellaneous Travel Expenses

Miscellaneous travel expenses: The following expenses unique to international travel.

- Airline ticket arrangement fee
- Passenger service facility usage fee
- Travel immunization fee *1
- Passport issuance fee *2
- Visa fees and entrance/departure taxes, etc. *3

Paid based on receipts.

After the trip, please submit a business trip report together with the receipts.

*1 For those who require immunization for entry into a foreign country or for whom immunization is recommended by the Ministry of Foreign Affairs or other authorities.

*2 Payment limited to those valid for five years or less.

*3 In principle, overseas travel insurance is borne by the individual traveler. However, if an external funding agency requires travel insurance and in other special circumstances recognized by the travel order approver, it will be paid as miscellaneous travel expenses. (Please note that a coverage plan should be selected that is economical and reasonably within the scope of social accountability.)

9. Handling of Regional Classifications for International Business Trips

Classification	International travel			
	Designated city	Region A	Region B	Region C
Daily allowance	7,000 yen	6,000 yen	5,000 yen	4,000 yen
Lodging expenses	22,000 yen	18,000 yen	15,000 yen	13,000 yen

Example: August 17, work in Paris
August 18, work in Rome

Date	Point of departure	Destination	Place of stay	Daily allowance	Lodging expenses
August 16	Chiba		Overnight flight	C *1	— *3
August 17		Paris	Paris	Designated city	Designated city
August 18	Paris	Rome	Rome	Designated city *2	A
August 19	Rome		Overnight flight	A	— *3
August 20		Chiba		C *1	

*1 The daily allowance for the day of departure from Japan or the day of arrival in Japan (with an overnight flight in both cases) will be paid as Region C.

*2 The daily allowance when traveling between different regions in a single day will be paid as the region with the higher unit price.

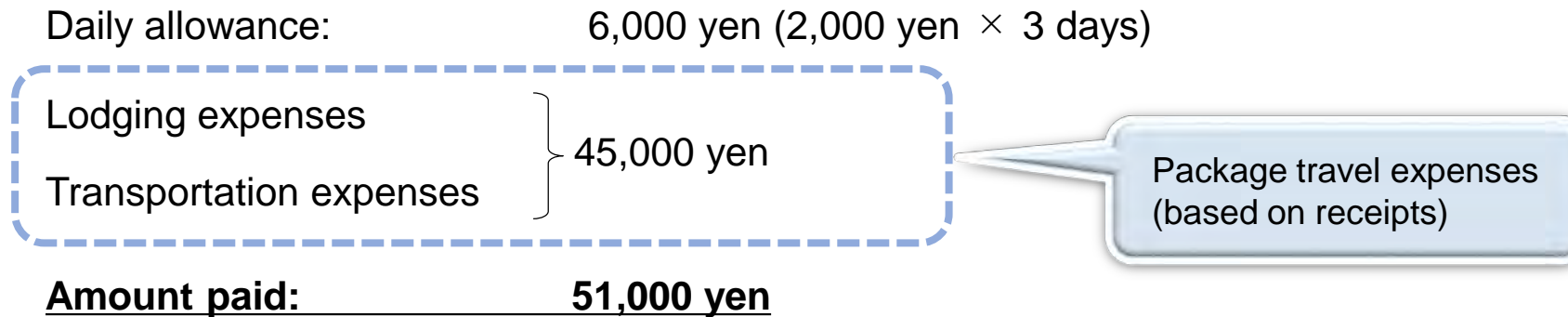
*3 In the case of overnight flights, lodging expenses will not be paid.

Regional classification		Designated city	A Region	B Region	C Region
North American Locations		LA New York San Francisco Washington	○		
European Locations	Western Europe	Geneva London, Paris	○		
	Eastern Europe	Moscow		○	
Near and Middle Eastern Locations		Abu Dhabi, Jeddah Kuwait, Riyadh	○		
Asian Locations	Southeast Asia South Korea, Hong Kong	Singapore		○	
	Southwest Asia China				○
Latin American Locations					○
Oceanian Locations				○	
African Locations		Abidjan			○
Antarctic Locations					○

10. Package Travel

In the case of package travel (covering transportation expenses, hotel fees, etc.), the actual cost of transportation and lodging expenses will be paid based on receipts. Please submit documentation of the details of the package travel along with the receipts.

Example: In the case of package travel (3 days and 2 nights) including round-trip transportation expenses to and from JR Kyoto Station and hotel fees



*1 When selecting a package, please make sure that the cost not exceed the sum of the fixed lodging expenses and the transportation expenses for regular use.

*2 In the case of plans that include dinner and breakfast, meal expenses will be deducted from the travel expenses paid.
If the meal expenses cannot be confirmed via receipts, etc., the amount shown in the table on the right will be deducted.

	Domestic travel expenses	International travel expenses
Breakfast	900 yen	2,200 yen
Lunch	1,300 yen	3,100 yen
Dinner	1,700 yen	4,500 yen

11. Direct Payment to Travel Agencies

Note: This now applies to domestic travel expenses as well due to revisions of the regulations in April 2021.

Under this system, the university pays the following travel expenses directly to the travel agency in order to reduce the burden on the traveler needing to pay travel expenses in advance.

Airline tickets, railway tickets, boarding tickets, hotel accommodation vouchers, miscellaneous travel expenses*

*Arrangement fees, passenger service facility usage fees, immunization fees, passport issuance fees, visa fees, and entry/departure taxes, etc.

1. When using this system, please obtain the agreement of the travel agency regarding the items listed on the right.
2. Please submit the invoice and other documents from the travel agency together with the purchase request form (see P. 23) when reporting your business trip.

Note 1: Handling when hotel accommodation vouchers are paid for directly

1. The lodging expenses are the actual hotel fees.
2. If the hotel fees exceed the fixed lodging expenses, the excess amount will be deducted from the travel expenses paid to the traveler (except in cases of special circumstances, etc.).
3. If the hotel fees include dinner and breakfast, meal expenses will be deducted from the travel expenses paid to the traveler, as in the case of package travel.

Note 2: When making arrangements, please make sure to remain within the scope of payment in accordance with the travel expense regulations.

<Agreements>

The following items must be agreed upon if travel expenses are to be charged to Chiba University.

[Payment criteria]

In principle, this shall be after the end of the travel period.

However, if the period of travel extends over a long period of time (approx. six months) from the date of airline, etc. ticket issuance, or if the start and end dates are in different fiscal years, please consult with the department in charge of contracts at the university in advance.

[Documents to submit]

Travel invoice and documents confirming the travel itinerary

[Date of payment]

At the end of the following month after the invoice arrives at the department in charge of contracts

[Payment method]

Bank transfer (bank transfer fees are borne by the university)

12. Student Business Trips and Invitation Travel Expenses

Student business trips

The business trip procedures are also required when sending a student on a business trip to assist in research, present at a conference, etc. (except when travel expenses are not paid). At such time, please declare the reason for having the student accompany you (or the reason for having the student travel alone).

Note 1: If using a student discount when purchasing fares, etc., please report it.

Note 2: For JSPS postdoctoral fellows traveling on their own grant-in-aid for scientific research, there is no need to declare the reason for accompanying.

Note 3: Faculty members may not request students to pay travel expenses in advance.

Invitation travel expenses

Travel expenses are paid when inviting individuals from outside of the university to the university or other location for the purpose of lectures or research.

Travel request-related procedures are necessary, so please contact the General Affairs Office for details.

Note 1: When inviting researchers, etc. from overseas, please complete the travel request procedures well in advance, as a rough estimate of the travel expenses will be paid (cash payment) while they are still in their home country. Please contact the department in charge of contracts to adjust the payment date.

Note 2: If the travel itinerary entails less than 20 km of travel, only transportation expenses will be paid.

Note 3: Please note that travel expenses are subject to tax withholding at source when providing rewards (e.g., lecture fees) applicable under Article 204 of the Income Tax Act.

13. Travel Expense Adjustments

If unnecessary travel expenses are incurred, such as in the following cases, the travel expenses paid will be reduced. Please make declaration of such when applying for the business trip or in the business trip report as necessary.

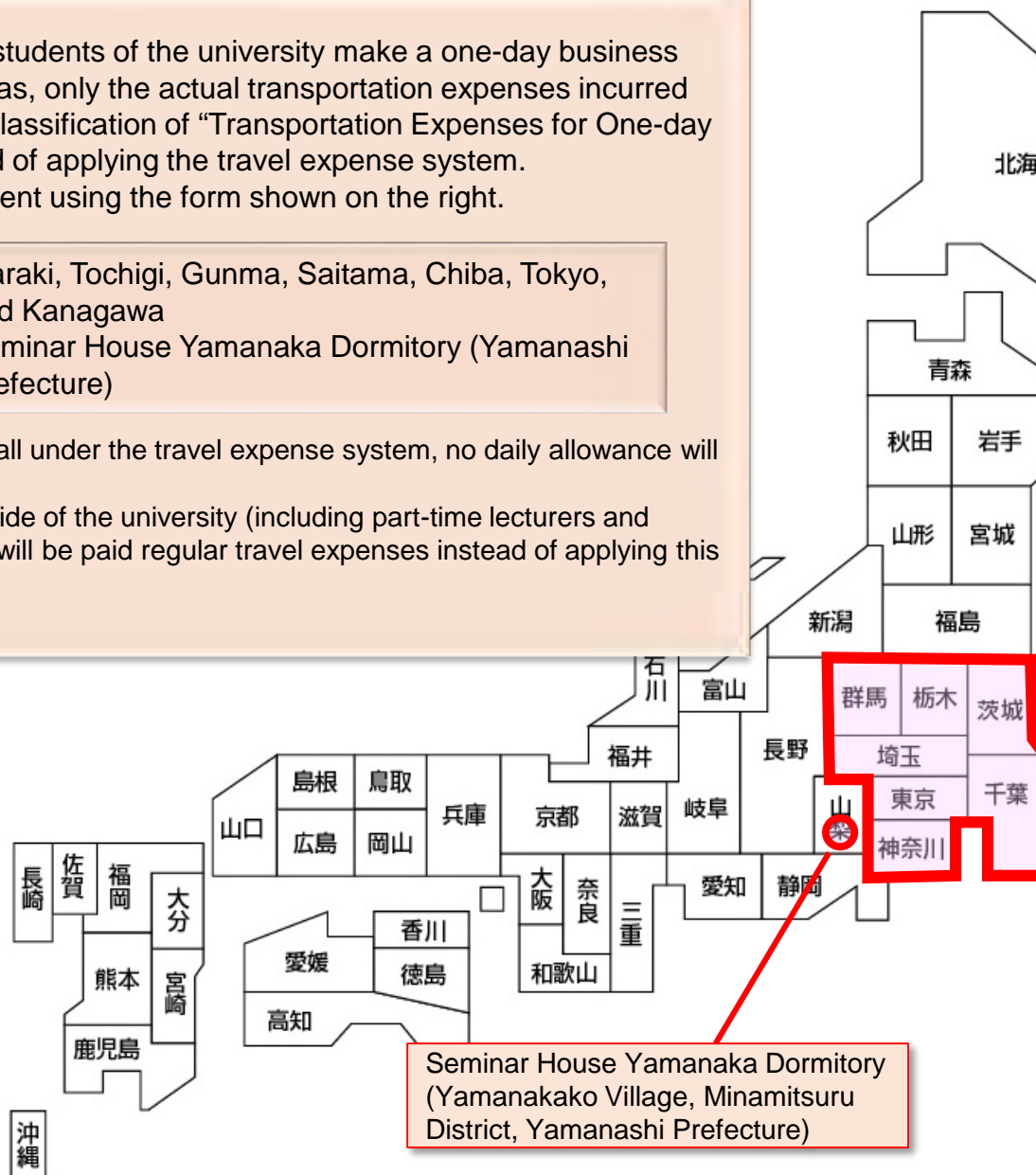
Case	Measure
When hotel fees and transportation expenses are paid (or partially paid) by an organization other than the university	Travel expenses will be paid after deducting the full amount of lodging or transportation expenses (or the applicable amount in the case of partial payment), so please submit the letter of invitation or other documentation confirming receipt of travel expenses.
When staying overnight at your own home, or the home of an acquaintance, etc.	The full amount of the lodging expenses will be deducted.
When using accommodations provided by a public institution, etc. (e.g., guesthouse operated by a university or research institute)	The actual costs will be paid based on receipts, so please declare it and submit any receipts.
When using discount passenger tickets, such as those purchased using a student discount	The fare after application of the discount will be paid, so please declare it and submit any receipts.
When staying more than 30 days in the same region	The daily allowance and lodging expenses for the excess days will be paid at a rate equivalent to 90% of the fixed amount.
When staying more than 60 days in the same region	The daily allowance and lodging expenses for the excess days will be paid at a rate equivalent to 80% of the fixed amount.
When the traveler wishes for a reduction in the daily allowance or lodging expenses to save money or due to budget constraints	The amount paid will be reduced to the amount declared. *Travel expenses may not be reduced entirely.
When purchasing airline tickets, etc. using points or frequent flyer miles	The portion covered by points, etc. will be deducted from the amount paid, so please submit receipts or other documentation confirming the use of points.

14. Transportation Expenses for One-day Business Trips

When faculty, staff, or students of the university make a one-day business trip to the following areas, only the actual transportation expenses incurred will be paid under the classification of “Transportation Expenses for One-day Business Trips” instead of applying the travel expense system. Please request settlement using the form shown on the right.

Target Areas: Ibaraki, Tochigi, Gunma, Saitama, Chiba, Tokyo, and Kanagawa
Seminar House Yamanaka Dormitory (Yamanashi Prefecture)

- *1 Since this does not fall under the travel expense system, no daily allowance will be paid.
- *2 Individuals from outside of the university (including part-time lecturers and invited researchers) will be paid regular travel expenses instead of applying this system.



交通費(日帰業務)請求書

千葉大学出納命令 殿

Web申請No.

請求年月日 令和 年 月 日

部署

職名(学番号)

氏名 印

近郊地域への出張について下記のとおり請求します。

No.	年 月 日	用務先	利用交通機関・経路 (駅名・バス停等)	交通費家数額 単位:円	承認印 ※1	備考 (定期使用区間等)
1		用務内容	対応者		印	
2		用務内容	対応者		印	
3		用務内容	対応者		印	
4		用務内容	対応者		印	
5		用務内容	対応者		印	
6		用務内容	対応者		印	
7		用務内容	対応者		印	
月分計				0 円		

(1) 本報告書は1月分を取りまとめ、旅行月の翌月10日まで(期日厳守)に各執行部署に提出すること。なお、提出が遅延した場合、合理的な理由を付した理由書を添付すること。

(2) 「用務内容欄」には具体的な用務内容を記入すること。

(3) 研究打合せ等、用務先で対応者がいる場合には「対応者欄」に「対応者情報(所属、職名、氏名)」を記入すること。

(4) 通勤定期券を所持しているときは当該定期券をご使用ください。定期券の使用区間にかかる交通費は請求できません。(※2)

Please **submit** the month's travel amount **to the department in charge of contracts** by the 10th of the month following the month of travel.

Please cooperate in the use of IC cards to reduce costs. You may also be asked to submit your usage history during internal audits, etc.

15. Fraudulent Receipt

- **Fictitious business trip:** Submitting a business trip report and receiving travel expenses as if having gone on a business trip without actually taking the trip. This also applies to returning home without staying at the destination overnight despite an order to travel for one night and two days.
- **Padded claim:** Receiving travel expenses claimed as normal travel expenses despite making use of package travel, etc.
- **Double receipt:** Receiving travel expenses twice for the same business trip by billing the university despite already receiving (or partially receiving) travel expenses from an organization other than the university.

Caution!

If you forget or fail to complete the procedures, even unintentionally, and receive travel expenses anyway, it could invite suspicions that you obtained the travel expense fraudulently.

For example, in order to use deposits or travel expenses from fictitious business trips to cover research expenses. Please also be aware that even if funds are not misappropriated for personal use, it will still be considered fraudulent receipt of research funds.

Penalties incurred by individuals!

Ex: ☆ Disciplinary action, reprimands, etc.
☆ Return of the amount fraudulently used
☆ Application restrictions (all ministries)
☆ Criminal lawsuits, civil lawsuits, etc.

Penalties incurred by the university!

Ex: ☆ Reduction of indirect expenses
☆ Suspension of competitive funding allocation
☆ Budget reduction via corporate evaluation, etc.

<Reference 1> Revision to Travel Expense Payment System (FY2021)

○ Background

In order to ensure that travel expenses are paid based on actual usage and to simplify procedures as a means of improving operations with a view to systematizing operations in the future to eliminate complexity, the travel expense regulations were revised, including a major overhaul of the travel expense payment system.

○ Key points of the revision

Ex: No need to reduce the daily allowance just because lunch is included in the conference attendance fee

1. Streamlining of daily allowances and lodging expenses for faculty and staff

Centralization and redefinition of daily allowances and lodging expenses with the goal of simplifying and streamlining business trip procedures and travel expense payment operations.

- (Old system) Half of the daily allowance is for lunch => Defined to mean that the daily allowance “does not include lunch”
- (Old system) A portion of the lodging expenses are for dinner and breakfast => Defined to mean that the lodging expenses “do not include dinner and breakfast”
- (Old system) Unit price is set by salary classification => Set uniformly regardless of position
- (Old system) Unit price is set by region => Set uniformly after abolishment of regional classifications for domestic travel

Daily allowance: P. 11
Lodging expenses: P. 12

Ex: Assistant professors may use business class on business trips to the U.S.

2. Relaxing of stipulations on higher boarding class eligibility when flying

Revised to allow faculty and staff members other than professors to use a boarding class one rank higher for long-distance flights, which had previously only been available to professors.

P. 10

Ex: It is possible to make arrangements with the Chiba University Co-op to pay via invoice for package travel for a business trip to Sapporo.

3. Expansion of the scope of direct payments to travel agencies

Revised to allow direct payment to travel agencies for domestic travel, which had previously only been available for international travel.

P. 16

<Reference 2> Regular Position Salary Chart Comparison Table

一般職俸給表(一)の各級に相当する職務の級号俸

一般職 俸給表(一)	一般職 俸給表(二)	教育職 俸給表(一)	教育職 俸給表(二)	教育職 俸給表(三)	医療職 俸給表(一)	医療職 俸給表(二)	年俸制職員 給与規程適用者	新年俸制職員 給与規程適用者
10級								
9級		5級の5号俸以上			8級		1号俸	教授職の 1号俸以上
8級		5級の4号俸以下 4級の29号俸以上	4級				2号俸	准教授職の 3号俸以上
7級		4級の9号俸から 28号俸まで	3級の2号俸以上	4級 3級の17号俸以上	7級	7級		准教授職の 2号俸以下
6級		3級の25号俸以上	3級の1号俸 特2級の25号俸以上 2級の49号俸以上	3級の9号俸から 16号俸まで	6級	6級	3号俸	講師職の 3号俸以上
5級		4級の8号俸以下 3級の17号俸から 24号俸まで	特2級の17号俸から 24号俸まで 2級の41号俸から 48号俸まで	3級の2号俸から 8号俸まで 特2級の17号俸以上 2級の53号俸以上	5級	5級		講師職の 2号俸
4級	5級	3級の5号俸から 16号俸まで	特2級の13号俸から 16号俸まで 2級の37号俸から 40号俸まで	3級の1号俸 特2級の9号俸から 16号俸まで 2級の45号俸から 52号俸まで				講師職の 1号俸
3級	4級	3級の4号俸以下 2級の25号俸以上	特2級の12号俸以下 2級の25号俸から 36号俸まで	特2級の8号俸以下 2級の37号俸から 44号俸まで	4級 3級の5号俸以上	4級 3級の5号俸以上	4号俸	助教職の 3号俸以上
2級	3級	2級の9号俸から 24号俸まで 1級の33号俸以上	2級の9号俸から24 号俸まで 1級の41号俸以上	2級の21号俸から 36号俸まで 1級の41号俸以上	3級の4号俸以下 2級の9号俸以上	3級の4号俸以下 2級の29号俸以上		助教職の 2号俸以下
1級	2級 1級	2級の8号俸以下 1級の32号俸以下	2級の8号俸以下 1級の40号俸以下	2級の20号俸以下 1級の40号俸以下	2級の8号俸以下 1級	2級の28号俸以下 1級		

Boarding classes
for aircraft and
ships are prioritized.

※特定雇用職員及び無期転換特定雇用職員については、年俸を決定するうえで基礎となった級号俸により読み替える。

<Reference 3> Forms and System Operation Manual

Online purchase and travel expense claim
system main screen

<http://www.jm.chiba-u.jp/co-buy/start.asp>

**Web購入
旅費請求
システム**

利用時間帯（通常運用時）
必ずご確認ください。
【ここをクリック】

稼働状況
稼働中（お知らせ） 停止中

**システム
本番環境
ログイン**

システム練習環境
再利用掲示板(Kurun)

新着情報

- インボイス制度施行について
○R5.10.1納品分よりインボイス制度が実施されます。
インボイス制度に関しご注意ください。ポイントをまとめた『適格請求書発行事業者登録制度（インボイス制度）導入に伴う注意点について』、インボイス制度に対応した『交通費（日帰業務）請求書』及び『立替払請求書』の改訂版についてを本ページ下部の『操作説明・便利ツール・各種様式』にリンク付けしておりますので、ご確認の上適切な対応をお願い致します。なお、ご不明点等ございましたら各執行担当へお問い合わせください。
- 25年度Webシステム稼働状況のお知らせとして、論文投稿料の財務会計システムへの連携が完了し、よりスムーズにご利用いただけます。
- ※1 上記期限
※2 上記期限
※3 新年度予算の完了後となります。
- ※4 3月末は繰越センターの混雑が予想されますので予算の早期執行にご協力をお願いいたします。[R5.6.1]

Important points on the invoice system (travel expense) P. 5

Operation manual (relating to business trips) P. 57

適格請求書発行事業者登録制度（インボイス制度）導入に伴う注意点について[R5.9.7]

税区分について[R5.9.25]

財務会計システム操作説明会テキスト[R1.11.30]

（様式）飲食費支出伺[R2.7.15]

（様式）交通費（日帰業務）請求書[R5.9.25]

（様式）立替払請求書[R5.9.25]

（Form）Transportation Expenses for One-day Business Trips

Forms and Operation Manual

操作説明・便利ツール・各種様式

- 適格請求書発行事業者登録制度（インボイス制度）導入に伴う注意点について[R5.9.7]
- 税区分について[R5.9.25]
- 財務会計システム操作説明会テキスト[R1.11.30]
- 飲食費支出伺[R2.7.15]
- 交通費（日帰業務）請求書[R5.9.25]
- 立替払請求書[R5.9.25]
- （様式）検収チェックシート[R3.8.23]

※通勤手当・扶養手当等の各種手続きはこちら

GrowOne財務会計 V3

お知らせ 処理日変更 パスワード変更 ログアウト

データ照会 環境設定

購入依頼入力 **経費申請入力** **旅費申請入力**

Don't forget to enter confirmation!

Click here for travel expenses

Click here for one-day business transportation expenses

Click here for direct payment to a travel agency

Travel Order (Request) Register

Expense Settlement Application Form

Purchase Request Form

If you having difficulties operating the system, please contact the department in charge of contracts. <See P. 24 and 25 for contact information>