

Please exercise strict judgement regarding this academic year's research activities, based on policies regarding response measures to COVID-19 (coronavirus disease) taken by Keio University and SFC.

(Reference) Response measures to COVID-19

https://www.sfc.keio.ac.jp/emergency/SFC_COVID-19.html

Graduate School of Media and Governance Research Fund

Usage Guidelines For the 2022 Academic Year

1. Overview

Outgoing expenses covered using the Graduate School of Media and Governance Research Fund (hereafter referred to as "Research Fund") must be handled carefully according to the following guidelines:

<Budget>

The Research Fund is assigned by Master Seminar and amounts are calculated according to the size (number of members) of respective Master Seminars. The Research Fund is intended for faculty members in charge of a Master Seminar or Independent Research and the master's or doctoral program students enrolled in these. The number of members excludes students studying abroad or on a temporary leave of absence, those who have yet to pay their academic fees for the semester concerned (including those who applied for tuition deferment; *not to be counted for this academic year if academic fees are not paid by the end of December), non-degree students, and faculty members studying abroad, on sabbatical, or on other leave (however, faculty members who have students registered for their Master Seminar are counted).

The budget for each fund will be calculated after students have registered for courses, and details will be provided to the faculty member in charge. Please also share the details with the person in charge of accounting in your seminar. The number of registered students will be reviewed after the course registration period in the Fall Semester, and the budget will be adjusted and finalized.

*If students pay their academic fees after the budget has been calculated, it will be adjusted accordingly.

<Management and Administration>

(1) Application period: After calculating the budget (early June) – February 28, 2023

Accepted period for invoices and receipts: April 1, 2022 – February 28, 2023

For accounting purposes, payments from the Research Fund must be made in accordance with the guidelines for that academic year and must be completed within that academic year.

Funds cannot be carried over to the following academic year.

(If you do not receive any payments by the last working day of the following month of the application date, please be sure to contact the Property Administration Section.)

- (2) Submission deadline: February 28, 2023

If purchasing by invoice payment, the purchase, delivery of goods, and application must be made by January 31, 2023

*Each year, a very high volume of applications is received in the immediate run up to the deadline, resulting in payments taking longer than usual.

Please understand the purpose of this research fund is to be used for research in the 2022 academic year, so we ask you to purchase and apply by January 31, 2023, as much as possible.

*Students who will graduate in the Spring Semester must complete the purchase, receipt of goods, and application for payment by the date of their graduation irrespective of the above deadlines.

- (3) The faculty member in charge of each Master Seminar must manage and record all expenses in an easy-to-understand manner such as in an account book.

*The Research Fund is calculated and assigned by Master Seminar. For this reason, if the faculty member belongs to different Seminars in the Spring Semester and Fall Semester, payments must be made within each semester.

- (4) Payments from the Research Fund, as a general rule, will be made directly to the vendor upon receipt of the vendor invoice, in accordance with the process described in the Keio Finance Regulations.

- (5) Refer to the following on how to make payments.

a. Payment by Invoice

When a purchase is made, complete the “Bank Transfer Request Form,” attach the vendor invoice and statement of delivery of goods, and submit it to the Property Administration Section. For Keio University Co-op purchases, use the account card of the faculty member in charge of the program and attach the invoice, statement of delivery, and quotation.

b. Reimbursement of Expenses

Payments should be made through vendors (e.g. Keio Co-op) that accept invoice payments. In the event that advance payment is unavoidable, please fill out the appropriate fields on the “Application Form for Reimbursement of Expenses” and submit this to the school office with the relevant receipts attached. Ask the retailer to fill out the receipts and to include the date of purchase, the addressee (“Keio University + your name,”) and a clear description of the item.

*Multiple expenses in the same category may be claimed using a single form. In such cases, the applicant must write down the total amount (including tax) and glue all receipts onto a separate sheet of A-4 sized paper such that they do not overlap.

*Receipts that are issued in A-4 size do not need to be glued onto a separate sheet of paper.

Application forms for reimbursement of expenses, request for bank transfer, etc., are available online.

Keio University Student Website <https://www.students.keio.ac.jp/en/sfc/gsmg/>

Graduate School Expenses

(Japanese) <https://www.students.keio.ac.jp/sfc/gsmg/procedure/research-funds/>

(English) <https://www.students.keio.ac.jp/en/sfc/gsmg/procedure/research-funds/>

Any questions regarding the management and administration of the Research Fund may be directed by email to the Property Administration Section of the General Affairs Office.

Email: kanzai@sfc.keio.ac.jp Hours: weekdays, 9:00 a.m. to 5:00 p.m.

2. Notes Regarding Expenses by Category

(1) Supplies Expenses

“Supplies” refers to purchases including stationery, materials for experiments, or apparatus for research, that cost less than 100,000 yen (including tax) for one item or set of items.

- Software with a license of up to one year may be reimbursed. For software with a longer license period, the cost must be divided by the number of years of the license, and only the amount proportionate to one year can be reimbursed.

Example: Purchase of software with three-year license, total cost 12,000 yen: $12,000/3 = 4,000$ yen only

(2) Materials Expenses

The title of the publication purchased must be included on the application form.

- If multiple copies of one publication are purchased, the purpose must be specified.
- If the publication is purchased for distribution, submit the distribution list.
- Publications of the research member’s own authorship can only be reimbursed if purchased directly from the publisher excluding author royalties.

(3) Equipment Expenses

“Equipment” refers to purchases that cost between 100,000 yen and 200,000 yen (including tax) for one item or set of items. The item name, manufacturer, specifications, and the price of the product must be included on the application form.

***For items purchased online, please submit the following Documents, 1. and 2.**

1. 1) the receipt issued by the seller, 2) the receipt of the money transfer, or 3) the credit card statement (confirming payment amount)

2. Documentation that shows the buyer, the item purchased, and the purchase price (such as the email at order time)

(If 1. contains the information in 2., only 1. needs to be submitted.)

(4) Property Expenses

“Property” refers to purchases that cost 200,000 yen or more (including tax, primary cost and transportation charges) for one item or set of items. Such items are regarded as “property” of Keio University, and for accounting purposes must be paid for in full with the Research Fund (purchasing through a combination of personal or other funds is not permitted). Property must be ordered through the Property Administration Section. Accordingly, **please consult with the staff there when considering purchasing property.** Attach a property label distributed at the Property Administration Section and manage the item(s) with due care.

(5) Travel Expenses

Travel expenses for faculty members or students may only be reimbursed when they are for survey and research purposes, or participation in academic conferences.

(5-1) Domestic Travel Expenses

(a) Please prepare the documents below when requesting reimbursement.

- ① “Bank Transfer Request Application Form” or “Application Form for Reimbursement of Expenses”
- ② Invoice or receipt (Shinkansen fare, airfare, long-distance bus fare, accommodation costs, conference fee, etc.)
- ③ Documentation that shows the purpose of the trip such as academic conference materials, correspondence regarding appointments, or fieldwork.
- ④ Documentation which allows verification of the route, distance, and fares such as route search screenshot or ticket cost.

(b) Accommodation costs, as a general rule, will be permitted for one-way trips of 100 km or more.

*Accommodation costs will not be permitted for academic conferences if accommodation is included in the conference fee.

(c) In principle, expenses for taxi travel or renting a car during business trips will not be reimbursed. If expenses must be used to cover emergencies or unavoidable situations, a written explanation must be submitted along with receipts, and the request will then be reviewed.

(d) If availing of a packaged tour, include documentation verifying that the cost of the packaged tour will be less than the cost of arranging the transport and accommodation separately.

Permitted Domestic Travel Expenses

Rail	The amount of a regular passenger fare will be reimbursed. The following surcharges, depending on distance traveled. 100 km or more, one-way: Shinkansen, limited express, or express fare
Sea	Regular passenger fare (includes high-speed limited express and express)
Air	Air travel will only be permitted if the destination is 500 km distance or more by rail.
Accommodation	12,000 yen (upper limit)

***Expenses for Seminar training camps**

- **Make sure to attach the training camp schedule with the application.**
- **When making a reimbursement request as a group, specify the names (and positions) of all individuals who participated in the camp, the cost per person, and the cost breakdown.**
- **If claiming reimbursement individually, receipts must be issued individually (should be addressed to Keio University).**
- **Reimbursement is not possible for food and beverage costs incurred during the training camp or for cancellation costs.**

***Please note that the use of the “Go To Travel” campaign will not be permitted.**

(5-2) Overseas Travel Expenses

(a) Please prepare the documents below when requesting reimbursement.

- ① Overseas Activity Application Form. Please submit this prior to travel.
- ② Bank Transfer Request Application Form or Application Form for Reimbursement of Expenses (for overseas travel).
- ③ Invoice or receipt (airfare, local transportation costs, accommodation costs, conference fee, etc.)
- ④ Documentation that shows the purpose of the trip such as academic conference materials, correspondence regarding appointments, or fieldwork.
- ⑤ Documentation that allows verification of the route, distance, and fares, such as route search screenshot or ticket cost.

*If you are not looking for local transportation costs to the airport to be reimbursed, a route search screenshot is not necessary.

- (b) An activity report (free format) and boarding pass stubs (if you apply for reimbursement for the airfare) must be submitted immediately upon return from overseas.
- (c) Airfare includes miscellaneous expenses such as airport surcharges and fuel.
Airfare receipts and breakdown are required.
- (d) Foreign currency amounts must be converted into yen.

Currency conversion calculation: Convert according to the rate on a receipt for currency

exchanged during travel, or check the conversion rate for the date of the expense. Include documentation that allows verification of the rate applied. If making payments by credit card, fill in the amount that is shown in Japanese yen on the statement issued by the credit card company and attach a copy of the invoice.

- (e) Travel expenses for activities in March may also be reimbursed, but only if you have access to the invoices or receipts by the deadline of February 28. Be aware that you cannot apply for the reimbursement of local transportation expenses in advance, and will therefore be unable to apply for transportation costs from your nearest station to the airport, for example.

Permitted Overseas Travel Expenses

Air	Reimbursement for the actual economy fare paid.
Accommodation	For faculty members, reimbursement for the actual amount paid, up to the amount specified in the Keio University regulations. For students, reimbursement of the actual amount paid, not exceeding the following amounts: Europe/North America 15,000 yen Other 10,000 yen
Local Transportation	Actual fare (Must be an efficient and reasonably priced mode of transport.)
Transportation within Japan	The actual fare to and from the airport.

(6) Local Transportation Expenses

Submit a “Local Transportation Expenses Request and Receipt Form.”

- (a) Documentation must be included that allows verification of the route and fare on the day of travel (such as a screenshot of a web search).
- (b) Documentation must be included that shows the purpose of the trip (e.g., academic conference materials, correspondence regarding appointments, or fieldwork plan sheet).
- (c) For local transportation expenses, you may only apply for reimbursement afterward (You may not apply in advance).
- (d) When applying for transportation expenses for internships, attach a clear written document describing the schedule, contents, and its relevancy to your research.

(7) Honoraria

“Honoraria” refers to payments made on a nominal basis such as for speeches or assistance in research. Please submit the Application Form and Receipt for Honorarium and Bank Transfer Request Form when applying.

- (a) Honoraria for speeches, translation, proofreading, provision of specialized knowledge, and assistance in research are subject to a 10.21% withholding tax. Honoraria for special lectures given during a course are subject to a 3.063% withholding tax. Transportation costs are also taxed (in cases other than 3.063%). When applying for honoraria for test subjects, submit a detailed description of the experiment.
- (b) **Honoraria cannot be paid out of pocket.**
- (c) Gift certificates such as book vouchers are also subject to withholding tax.

Example: Purchase of 1,000 yen book voucher, the expense from this research fund will be 1,113 yen.

$1,113 \text{ yen} \times 10.21\% = 113 \rightarrow$ net amount 1,000 yen and the income tax 113 yen

Please submit a receipt with the recipient's signature, seal, and address to the Property Administration Section.

*Part-time work payments require different paperwork than honoraria.

Details are contained in the separate Handbook for Student Employees (アルバイトハンドブック). Persons who make contributions to facilitate research may be paid honoraria in accordance with the regulations of Keio University. In principle, persons belonging to the seminar class cannot be paid honoraria. However, persons in the seminar class can be paid honoraria for handling accounting, network management, or online PR for administration of the seminar.

For details, refer to the Handbook for Student Employees (アルバイトハンドブック) at:

http://www.sfc.keio.ac.jp/faculty/personnel_general/part_time.html (available in Japanese only)

(8) Meeting Expenses

Expenses for food and beverages at conferences and meetings must not exceed 1,000 yen (excluding tax) per person. Each program is allowed expenses for a maximum of two gatherings per semester that include faculty members and students (to allow for extended meetings such as thesis evaluation meetings or gatherings where a special guest has been invited). Expenses for food and/or drinks for meetings consisting of students only will not be permitted. Attach a "Meeting Application Form" with the "Reimbursement Request Form (Other Expenses)."

***Please note that the use of the "Go To Eat" campaign will not be permitted.**

(9) Annual Membership Fees of Academic Associations

Payment of membership fee for the current academic year only may be reimbursed; no reimbursement of membership fees can be made for either the previous or forthcoming academic year. However, payments for the forthcoming academic year that begin during the current academic year may be reimbursed. Please ensure to have the details included on the receipt.

(Example: If an invoice for the 2023 academic year arose in December 2022, a reimbursement may be made from funds for the academic year 2022 if it is explicitly stated on the invoice that the payment is “for January to December 2023.”)

(10) Other Expenses

Expenses for items such as food and beverage for meetings, telecommunications, postage, shipping (or courier), bookbinding, outsourcing, or research laboratory rentals may be reimbursed.

(11) Expenses That Cannot be Reimbursed

- (a) Construction or installation costs for facilities or buildings (including equipment disposal costs)
- (b) Payments which constitute an employment, such as issuance of monthly payments. (excluding part-time work)
- (c) Book expenses and examination fees for obtaining personal qualifications (e.g., Eiken and TOEIC), and book expenses related to job hunting.
- (d) Costs incurred at social gatherings while at an academic conference
- (e) Expenses relating to Teaching Assistant or Student Assistant work (e.g., transportation costs)
- (f) Optional expenses for electronic goods and similar (e.g., warranty extensions, Apple Care Protection Plan)
- (g) The portion of a purchase which has been paid for using points (from loyalty schemes or Amazon / Apple gift cards etc.)
- (h) Instances in which expenses are not for research purposes when it is difficult to distinguish if the expenses are for personal or official use
(e.g., purchase or use of Cellular models of smartphones/tablets/Apple Watch, related consumables, daily necessities, electronics for personal use, furniture, seals, textbooks, or notebooks, etc.)
- (i) Other expenses not directly related to research
(e.g., food, heating/air conditioning devices and kettles, desks and chairs for the lab, health utilities, electric stands, etc.)

*Items that correspond to (h) and (i) may be reimbursed if they are directly related to research, in which case you should attach a document clearly explaining the relationship. Your request will then be reviewed based on the statement.

(12) Important Points

- (a) Postage fees (stamps, postcards, “inshi” revenue stamps) will be considered as cash vouchers. Submit an addressee list with a breakdown of expenses.
- (b) Submit all receipts exactly as you received them without cutting them. Expenses will not be covered if it is unclear whether points were used or not.
- (c) When making purchases online etc., always make sure that you receive a receipt. In principle, purchases without a receipt will not be covered.

- (d) In principle, the recipient of the fund should apply for the coverage of fees. Consult at the time of application if the applicant is someone other than the recipient.
- (e) For purchases made by invoice, be sure to check the payment deadline and submit well in advance.
*Due to the time required for administrative processes, please pay in advance if the payment deadline is in less than two weeks. The submission deadline for payments by invoice is January 31st.
- (f) Receipts without the product name will not be accepted. Make sure they are filled out at the place of purchase.
- (g) You are required to submit an application for Overseas Travel Expenses in advance in the case that you are to apply for expenses related to overseas travel. Be aware that applications will not be accepted after overseas travel.
- (h) For purchases on Amazon, submit the delivery slip in order to avoid duplicate payment. If there is no delivery slip, submit the tag attached to the item.
- (i) If a receipt states to “reissue”, please note the reason on the receipt.
- (j) **The Property Administration Section does not manage individually allotted allowances. Consult with the faculty member in charge.**
- (k) Purchases made by credit card will not be accepted if the amount is not withdrawn from your bank account within the same Academic Year as the purchases are made. Be careful of this point when applying in February and onward.

For any clarifications, contact the Property Administration Section of the General Affairs Office.

(Please refrain from making telephone inquiries.)

Email: kanzai@sfc.keio.ac.jp Hours: weekdays, 9:00 a.m. to 5:00 p.m.

3. Measures to prevent COVID-19 (coronavirus disease)

As part of the measures to prevent COVID-19, the following will be implemented for Research Funds.

- (1) Applications by mail or courier
 - (a) Applications can be made by mail or courier.
 - (b) Make sure to write “大学院研究費申請書類在中” (application for Research Funds enclosed) on front of the envelope.
 - (c) Enclose and send the application and accompanying documents together.
 - (d) If you do not receive any payments by the last working day of the following month after mailing the application, please contact the Property Administration Section of the General Affairs Office.
- (2) Application by Email
 - (a) Only if the accompanying documents (receipts, invoices, delivery slips, etc.) are converted into data such as PDF files by the issuer, application by email is allowed.
(PDF versions of paper-based documents may not be sent by email. If the accompanying documents

are paper-based, please bring or send the documents to the Property Administration Section of the General Affairs Office by mail or courier.)

- (b) When applying by email, be sure to write “【大学院研究費】” ([Research Funds]) at the start of the title, for example, “【大学院研究費】 ○○○○について” ([Research Funds] About ○○○○).
- (c) Be sure to enclose and send the application and accompanying documents (specified in (a)) together.
- (d) If you do not receive any payments by the last working day of the following month after emailing the application, please contact the Property Administration Section of the General Affairs Office.

(3) Receiving Inspection

Inspection of delivery for goods (consumables, supplies, equipment, books, etc.) purchased with Research Funds is not required for the time being.

As of April 2022