

# Graduate School of Media and Governance Research Fund Usage

## Guidelines for the 2025 Academic Year

Office of Facilities and Property Management, Office of Accounting and Procurement Services

### 1. Overview

Expenses from the Graduate School of Media and Governance Research Fund (hereafter referred to as the “research fund”) must be made in accordance with the following guidelines.

#### Budget

The research fund is assigned to each research laboratory as expenses relating to research supervision at the Graduate School of Media and Governance. It is budgeted in accordance with the number of members belonging to respective research laboratories. The fund is intended for faculty members in charge of “Master Seminar” and/or “Independent Research” as well as the master’s and doctoral students enrolled in these courses. The number of members excludes: non-degree students, 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; \*those who do not pay their academic fees by the end of December will not be counted for this academic year), and faculty members studying abroad, on sabbatical, or on other leave (but those who have students registered for their “Master Seminar” and/or “Independent Research” will be 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 share the details with the person in charge of accounting in your research laboratory. The number of registered students will be reviewed after the course registration period in the Fall Semester ends, and the budget will be adjusted and finalized.

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

[Management and Administration]

#### (1) How to apply

Please complete the application procedures through Dr.Budget.

#### (2) Application period

From after the budget has been calculated until Friday, February 27, 2026 (to be strictly observed)

For accounting purposes, expenses from the research fund must be in line with the single-year budget principle and completed within this academic year.

Funds may not be carried over to the following academic year.

#### (3) Accepted period for invoices and receipts

Tuesday, April 1, 2025–Friday, February 27, 2026

Each year, we receive a high volume of applications just before the deadline, resulting in payments taking longer than usual.

Please understand that this research fund is intended to be used for research in the 2025 academic year.

- (4) Faculty members in charge of master's seminar courses should manage balances and record all expenses using a ledger.
- (5) As a general rule, payments from the research fund will be made directly to the vendor upon receipt of the vendor invoice, in accordance with the process prescribed in the Keio University Manual for Use of Funds. Reimbursement of expenses will be accepted if it is deemed absolutely unavoidable. When making a reimbursement of expenses, please indicate the reason. When applying for a reimbursement of expenses, please indicate the reason for reimbursement.
- (6) Keio University Manual for Use of Funds

[Japanese version](#)

[English version](#)

In the event of a discrepancy between the English and Japanese version, the Japanese version will prevail.

- (7) Accounting Procedures

[Accounting Procedures](#)

## 2. Notes on Expenses

- (1) Expenses that are not approved

- (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 related to Teaching Assistant or Student Assistant work (e.g., transportation costs)
- (f) Optional expenses for items like electric appliances (e.g., warranty extensions, Apple Care Protection Plan)
- (g) The portion of a purchase that is paid using points, loyalty schemes (e.g., Amazon or Apple gift cards)
- (h) Gifts
- (i) Gasoline expenses when using a private car
- (j) Repair fees for items that are purchased at own expense
- (k) Expenses that are not for research purposes and are difficult to distinguish between work and personal use
  - (e.g., purchase or use of cellular models of smartphones/tablets/Apple Watch, related consumables, daily necessities, home appliances, furniture, seals; *inkan*, textbooks, and notebooks)
- (l) Other expenses not directly related to research

(e.g., desks, chairs, health equipment, and lamps for the lab; food, air conditioners/heating equipment, and kettles)

\*However, expenses on items that correspond to (k) and (l) may be reimbursed if they are directly related to research, in which case you should attach a document clearly explaining how the expense relates to the research. Your request will then be reviewed based on the statement.

## (2) Important Points

### (a) Combining Funds

If the goods are not categorized as equipment costing 200,000 JPY or more per item, it may be possible to combine any of the research funds. Please consult with the Facilities and Accounting Office in advance.

(b) When purchasing university equipment, the payment cannot be made by combining with personal funds.

(c) Postage fees (stamps, postcards, revenue stamps; *inshi*) will be considered as cash vouchers. Submit a list of addressees with a breakdown of expenses to verify that all fees are used up in full.

(d) 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.

Expenses intended to acquire points may not be reimbursed from the research funds.

(e) Purchases without a receipt will not be accepted. This applies to online purchases as well. Be sure to receive a receipt when making an online purchase.

(f) In principle, the applicant and the recipient must be the same person. Consult at the time of application if the applicant is someone other than the recipient. Reimbursement will not be made to someone other than those who made the payments. Reimbursement will be made to the person who actually paid.

(g) Reimbursement of honorarium will not be accepted.

(h) For items purchased by invoice, please check the payment deadline and submit the invoice in advance. \*If the payment deadline has passed, please make a payment with your own funds. [Please refer to the SFC Manual for Use of Funds.](#)

(i) Receipts without the names of items purchased will not be accepted. Please make sure they are filled out by the vendor.

(j) Addressees of receipts or other documents

“Keio Gijuku” or “Keio University” must be indicated.

\*However, only when the receipts are for Amazon do you not need to indicate the addressee. Please attach the data to Dr.Budget as it is.

(k) If you submit a receipt marked “reissued,” please indicate the reason for reissue in Dr.Budget.

(l) If you have to use a credit card in the name of another person for an unavoidable reason, please submit a statement jointly signed by yourself and the credit card holder.

(m) Expenditures using a credit card may not be accepted if the payment due date is not within this academic year.

Please keep this in mind when submitting applications in February or later.

(n) Purchasing through Amazon Business

Please note that we may ask you to cancel your order if the purchase cannot be processed by the end of the accounting period within this academic year.

(o) The office does not manage the amount allocated for this research fund within each research seminar. Please consult with the faculty member in charge.

If you have any questions, contact us via the link below before submitting your application.

[Inquiries on the New Accounting System \(Google Form\)](#)

(Please refrain from making telephone inquiries.)

As of June 2025