

Instructions for Expenditures in Fall Semester 2019 SFC Asia Masuda Research Project Support Program Grants

Carefully follow the instructions below in regard to expenses related to the Asia Masuda Research Project Support Program.

The Asia Masuda Research Project Support Program offers research support with funds provided by the Masuda Educational Foundation. The grant is for students or international students in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Graduate School of Media and Governance to support their research projects. Make sure that you understand every detail on expenses in order to use the grant effectively.

Managing and reporting expenditures should be done with a thorough understanding of the program.

I. Submission of the Expense Report and Related Documents

Submission deadline:

Interim report: **4:50 p.m., Friday, March 13, 2020 (strictly enforced)**

Final report: **4:50 p.m., Friday, July 31, 2020 (strictly enforced)**

***Due to accounting circumstances, after being selected for the grant, you will be asked to submit two separate grant expenditure plans: one before March and one after April. The grant money will be paid to you in installments based on the plans you have submitted.**

***If documents are incomplete or have errors, the above deadlines will still apply to the submission of the corrected documents, so it is recommended that you submit documents well ahead of the deadline.**

Submit to: SFC Career Services Section (CDP)
(on the first floor of the Alpha Building, to the right of Academic Affairs)
Email: cdp@sfc.keio.ac.jp
Phone: 0466-49-3409

Documents to be Submitted

1) Expense Report (FORM 1)

Number all receipts, one number per receipt.

The Expense Report must be written in the numeric order of the receipts. Attach all receipts onto A4-size paper and make sure they do not overlap.

2) Receipts (photocopies are not accepted)

a) Receipt specifications

(1) Receipts must be made out in the name of the student, and written as “(Student’s name) at Keio University.”

(2) Each receipt must specify the description of the item (General descriptions such as “*Shinadai* 品代” and “Goods” are not acceptable).

(3) Each receipt must specify the date of purchase.

(4) Each receipt must be sealed with the vendor’s company seal. If no company seal is available, have it sealed by the person in charge.

b) Only in cases where receipts cannot be obtained, documents showing proof of purchase, such as

- credit card statements, should be submitted.
- c) Payments or partial payments using loyalty scheme points, such as at major electronics stores, are not permitted.
- d) If traveling by air, boarding pass stubs must be submitted together with airline ticket receipts.

- 3) **Materials Purchase Report Form (FORMAT 2-1) (if applying for materials)**
- 4) **Transportation Expense Request and Receipt Form (FORMAT 2-2) (if applying for public transportation fees)**
- 5) **Honorarium Receipt Form (FORMAT 2-3) (if applying for honorarium)**
- 6) **Accommodation Report Form (FORMAT 2-4) (if applying for accommodation fees)**

*Forms 1), 3), 4), and 5) will be sent to those selected by email at the time of their selection.

*Refer to “2. Caution on Payments” for details on forms 3), 4), and 5).

*The total amount from receipts must be more than the amount of grant received. The entire amount of the grant should be used. Expenditures exceeding the grant amount should be covered by personal funds.

*If grant recipients are submitting receipts from expenditures made by using foreign currency, they must attach documents showing the exchange rate, such as a certificate for the exchange of foreign currency. Grant recipients must use the exchange rate on the certificate when converting foreign currency into yen, and round down the amount if it is less than one yen. They should also write down the amount in foreign currency and the exchange rate used in the “Remarks” column of the Expense Report.

Note: You are required to submit your Research Results separately from your Expense Reports. There will also be progress report sessions along with the submission of your interim and final Expense Reports.

II. Important Notes on Expenses

1) Overseas Travel Expenses

Follow the guidelines below when incurring expenses for surveys, research, research meetings, and academic conferences overseas.

Standard for Overseas Travel Expenses

Air Fares	Air fare should be the actual cost of the economy class fare.
Accommodation Fee (per night)	3,000 yen

- (a) Accommodation or travel fees related to your stay will be included as accommodation fees. Accommodation Fees will only be provided if the actual fees can be confirmed, and will not be provided in cases such as if staying at someone’s house and no fee is incurred. Submit hotel receipts, apartment contracts, or other documents that prove that the fees were paid.
- (b) Boarding pass stubs must be submitted together with airline ticket receipts.
- (c) Airline tickets must be the most economical and logical routes.

2) Domestic Travel Expenses

Follow the guidelines below when incurring expenses for surveys, research, research meetings, and academic conferences in Japan.

Standards for Domestic Travel Expenses

Rail Fares 100 km or longer	The amount of a regular passenger fare ticket will be permitted. The following fare types will also be permitted, depending on the distance traveled: Shinkansen, limited express train, and express train fare
Ship Fares	Regular passenger fares will be permitted. High-speed limited express and express ship fares will also be permitted.
Air Fares	Air fares will be permitted if trips are at a rail distance of 500 km or longer.
Bus Fares	The actual fare will be permitted.
Accommodation Fees	Accommodation fees will be permitted up to 10,000 yen per night.

- a) Accommodation fees will be permitted if trips are 100 km or longer.

- b) Accommodation fees will not be permitted if they are included in academic conference participation fees and other conference costs.
- c) Accommodation fees will be permitted for the amount actually paid based on the standards above.
- d) Use of taxi during trips will be permitted only in emergencies or unavoidable situations. In these cases, grant recipients must submit all receipts and indicate the reasons for travel by taxi.
- e) Use public transportation.
- f) Boarding pass stubs must be submitted together with airline ticket receipts.
- g) In principle, ticket fares should be reported when IC card fares differ from ticket fares.

3) Equipment and Supplies

Supplies expenses will include stationery, materials for experiments, and research instruments costing less than 200,000 yen (including sales tax) for one or one set of items. Items that cost 100,000 yen (including sales tax) or more but less than 200,000 yen (including sales tax) are categorized as equipment and must be described specifically. The specification of items (such as manufacturer, model, and quantity) and the actual amount must be noted on the Expense Report.

4) Materials Purchase

Materials will include academic books, magazines, microfilms, records, recording tapes, videotapes, CDs, DVDs, etc. A “Materials Purchase Report (FORM 2-1)” must be submitted.

5) Transportation Expenses

Transportation expenses refers to local transportation.

- a) In principle, receipts for local transportation are required, but for public local transportation for 100 km or less by train or bus only, submission of “Transportation Expenses Report and Receipt Form (FORM 2-2)” will be accepted in lieu of receipts.
- b) “Transportation Expenses Report and Receipt Form (FORM 2-2)” must be submitted for each case of transportation using electronic cards (e.g., “Suica”, “PASMO”) and/or magnetic cards (e.g., “Passnet”, “Bus Card”). You do not need to submit receipts for such cards. Although IC card fares may differ from ticket fares, ticket fares should be reported even when IC cards are used.
- c) The route of transportation should be economical.

6) Honorarium

Individuals who provide assistance to research will be paid an honorarium. Grant recipients must fill out the “Honorarium Receipt Form (FORM 2-3)”

Grant recipients should obtain a seal of approval at the CDP Office at least two weeks before paying an honorarium and have the payee fill out, sign and seal the receipt. Complete the payment of income tax withheld at the time of honorarium payment at the Accounting Section by the end of every month or fifth day of the following month at latest. Have the “Honorarium Receipt Form (FORM 2-3)” stamped to show that this has been completed.

However, you must pay the withholding tax for honorarium payments made in December 2020 by 2 p.m., Friday, December 25, 2020.

Details regarding the “Honorarium Receipt Form (FORM 2-3)” can be found in the lower portion of the form.

Honorarium may be paid for the distribution or collection of, and assistance with, surveys.

Standard for calculating the amount of honorarium to be paid:

Type of Recipient	Wage (per hour)
Undergraduate Students	1,050 yen
Graduate Students and Others	1,100 yen

The grant recipient must submit the “Honorarium Receipt Form (FORM 2-3)” signed and sealed by the honorarium recipient if grant recipients give cash vouchers such as prepaid cards, gift certificates, and book gift certificates to individuals as honorarium.

7) Meeting Expenses

Meeting expenses for conferences and gatherings must be 1,000 yen or less per person. Expenses for consumption of food and/or drinks by students will not be reimbursed.

8) Miscellaneous Expenses

“Miscellaneous” expenses include correspondence and shipping expenses, printing expenses etc.

9) Unapproved Expenses

- a) Construction fees for buildings and other facilities
- b) Monthly payment, etc. where an employment relationship would arise
- c) Items for which it is difficult to distinguish between official and private use such as the purchase and/or fees for cell phones and PHS.
- d) Car rentals, gasoline
- e) Products for which the warranty and/or support periods span over multiple academic years (e.g., a three-year antivirus software)
- f) Machinery costing JPY 200,000 or more including sales tax. Please consult beforehand if you wish to purchase non-machinery items that cost over JPY 200,000 including sales tax.
- g) Other expenses that are not directly related to the research covered by this support program (e.g., alcoholic beverages)
- h) Academic fees, tuition, etc.
- i) OSSMA or a comprehensive travel insurance costs for periods not related to the research.
- j) Academic society membership annual fees.