

# AY2022 Fall Semester “Incentives to Study and Conduct Research” Through SFC Education Promotion Foundation Regarding expense reports (reading required)

**Expenditures made under the “Incentives to Study and Conduct Research” Through SFC Education Promotion Foundation must be used in accordance with the application guidelines and the rules outlined in this document, and the evidence documents (receipts, etc.) must be preserved and reports must be submitted within the specified deadlines.**

● Use of Incentives

Allowed ○	Not allowed ×
1. Books 2. Consumables (stationery, experiment and practical training fees, etc.) 3. Copying/printing fees 4. Postage fees 5. Transportation costs (courier service, etc.) 6. Various fees (bank transfer fee, customs clearance fee, etc.) 7. Transportation expenses (public transportation) 8. Consumption tax 9. Other (prior approval by the secretariat office is required)	1. Food and beverage costs 2. Accommodation fees 3. Honorarium (including gift certificates, etc.) 4. Gasoline and highway expenses 5. Taxi or car rental costs 6. Expenditures prior to the spring semester of 2022 (prior to the start of the payment period) 7. Membership fees (registration fee, annual membership fee, participation fees) 8. Items with a value of 200,000 yen (including tax) or more per item or pair 9. Other (expenses that are not appropriate for the use of incentives, expenses unrelated to the project, transportation expenses for persons not listed on the applicant list, etc.)

★The applicant will be required to consult with the school office in advance if there is a significant change from the usage plan submitted at the time of application, or if they are uncertain or unclear as to whether receipts are acceptable.

- Payments in excess of the incentive funds are to be borne by the applicant.
- **Be sure to use the full amount of the incentive granted.**
- The incentives are to be used to fund the submitted research plan. Refrain from purchasing new items that can continue to be used after the research is completed, and instead use personal items or rent such items.  
e.g. PC, IC recorder, digital camera, etc.

● Documents required for reporting expenses

- Expense reports (prescribed forms): After the selection decision is made, the forms will be sent to the selected applicants electronically.
- Receipts (original document): Read the following carefully before preparation.

● Regarding receipts

Important notes

- Receipts valid for disbursement of this incentive must be from **September 22, 2022 through July 28, 2023**.
- Be sure to submit the original receipts. Purchased items without receipts will not be accepted as use of incentives.
- When reporting the use of incentives, submit only the original receipts for the items deemed necessary as shown in the table above.
- All receipts should be made out to **Keio University + SFC Education Promotion Foundation + Student’s name (representative's name in the case of a group)**.

### Purchasing goods over the Internet

- Before making a purchase, make sure to check if a "receipt" can be issued. Note that a screen capture of your purchase history is not a substitute for a receipt.
- If the details of the purchased items (name, model number, etc.) are not shown on the receipt, an attachment showing the information of the purchased items, such as a delivery slip or an email from the supplier confirming the order is required.
- Receipts must be submitted in paper format, regardless of whether they are issued via the Web. Data submissions will not be accepted.
- If a credit card is used, submit the credit card statement and documents showing the details of the items purchased (e.g., order confirmation email from the supplier).

### ★Notes for purchases on Amazon and/or Rakuten★

Currently, Amazon and Rakuten receipts are available on the web. As a result, they can be output as many times as necessary, which may result in double billing.

- To avoid double billing, submit the receipt + original delivery slip when making a purchase from Amazon. Failure to submit the original delivery slip may result in disapproval of the expenditure. If a delivery slip was not included in the package, cut out the mailing label from the package and submit.
- Submit receipts that are not "reissued". (If the receipt screen is opened multiple times, the "reissue" text will begin to appear after the second time.)

### Purchasing goods at a physical store

- Receipts for purchases made at physical stores will not be considered as valid receipts. At the checkout, notify the cashier that you would like a valid receipt (領収書, *ryoshusho*) issued, with the above-mentioned address written on it.
- The proviso should have the name of the specific item(s) listed (nonspecific entries such as "bill for goods (お品代)," "bill for stationary (文具代)," etc., are not acceptable.). If you are able to have the receipt returned, submit it together with the valid receipt (領収書).

### Other

- For postage and transportation costs, append the purpose, item(s) sent and destination(s).
- Note the following points regarding the reimbursement of transportation expenses.
  - If you have taken local trains, buses, or other forms of public transportation for which receipts are not available, submit a printout of the Web route information instead.
  - If traveling by air, submit the original boarding pass stub(s) in addition to the receipts. If you have lost your boarding pass stub(s), submit the boarding certificate issued by the airline instead.
  - In the case of a group purchase of train tickets, express tickets, admission tickets, etc., an itemized statement detailing the individual costs should be attached, or the number of persons, names, and individual costs should be written on the receipt.
- Other notes regarding payment
  - If purchases were made using a credit card, payment and receipt must be submitted by the report submission deadline. Note that only purchases made with a credit card in the student's name will be accepted.
  - If you have paid all or part of the cost using points awarded at electronics retailers, etc., or Amazon gift certificates, etc., the amount paid will not be considered as an expenditure.

End