

## Travel Expenses Regulations of National University Corporation Osaka University

**Note: The document below is an English translation of the University Work Regulations, originally composed in Japanese. The English version of the Work Regulations has been provided merely as a reference for international researchers and employees. Therefore, it should not be considered an official employment contract. Please note that any and all official employment contracts are concluded solely on the basis of the Japanese version of the Work Regulations.**

### Chapter 1: General Provisions

#### (Purpose)

Article 1: Travel expenses for trustees and Employees of National University Corporation Osaka University (hereinafter referred to as "The University") undertaking business trips and anyone undertaking business trips at the behest of The University, for the purpose of operating the business of The University or performing any work related to The University (hereinafter referred to as "trips"), shall be paid in accordance with the regulations set out herein.

#### (Classification of Travel Expenses)

Article 2: Travel expenses shall be classified into domestic travel expenses, short-distance travel expenses, travel expenses for training, overseas travel expenses, and travel expenses for new posts; each of these expenses shall be detailed as follows.

- (1) Domestic travel expenses: Expenses required for domestic trips (excluding short-distance travel expenses, travel expenses for training and travel expenses for new posts)
- (2) Short-distance travel expenses: Travel expenses for the domestic trips which do not require accommodation; and in which the one-way travel distance from The University is 50 kilometers or less if The University is the starting point, in which the travel is within the same municipality (or the same special ward in the case of Tokyo; hereinafter the same shall apply), or in which the travel distance is less than 100 kilometers if The University is not the starting point (excluding travel expenses for training)
- (3) Travel expenses for training: Travel expenses required for the trips for the purpose of training or seminars or for other similar purposes
- (4) Overseas travel expenses: Travel expenses required for trips to a foreign country, trips from a foreign country and trips between foreign countries (excluding travel expenses for new posts)
- (5) Travel expenses for new posts: Travel expenses required when Trustees or Employees who are newly hired by The University or who are ordered to take up new appointments change their addresses or domiciles upon such new hiring or appointments.

#### (Types of Travel Expenses etc.)

Article 3: The types of travel expenses shall be as follows: Transportation expenses (trains, airplanes, ships, automobiles, etc.), daily allowance, accommodation fees, relocation fees, after-arrival allowance, dependent relocation allowance and incidental expenses, and each type of travel expenses shall be paid in accordance with the following provisions.

- (1) Transportation expenses shall be paid according to the travel path, for which reasonable routes and methods shall be used.
- (2) The daily allowance shall be paid for each day as a fixed amount and be calculated based on the number of days.
- (3) Accommodation fees shall be paid for each night as a fixed amount and be calculated based on the number of nights.
- (4) Relocation fees shall be paid as a fixed amount upon change of the address or domicile, according to the location of the former domicile.
- (5) After-arrival allowance shall be paid as a fixed amount upon change of the address or domicile.
- (6) Dependent relocation fees shall be paid upon relocation of dependents (meaning, in the case of domestic relocation, the spouse (including the person who is in a de-facto marital relationship with the Employee in question without submission of marriage notification; hereinafter the same shall apply), children, parents, grandchildren, grand parents and siblings of the Employee in question who maintain livelihood primarily by the income of the Employee; and meaning, in the case of relocation to or from a foreign country or between foreign countries, the spouse and children of the Employee in question who

maintain livelihood primarily by the income of the Employee).

(7) Incidental expenses shall be paid for the amount actually incurred.

(Travel Directive)

Article 4: Those who need to travel shall obtain a travel directive or request from the dean or director, or a person authorized by the dean or director (hereinafter referred to as the "Dean or Director, etc.>"). However, this shall not apply to the trips by the Trustees, and the Employees when the methods of execution of their work are left to their discretion under the labor-management agreement under Article 38-3 of the Labor Standards Law (Law No. 49 of 1947; hereinafter referred to as "The LSL"), for which trips shall be made for the purpose of education or research.

2. Those who need to travel or who issue a travel request shall obtain the prior approval of the budget manager or a person authorized by the budget manager (hereinafter referred to as the "budget manager, etc.>").
3. Those who have completed the travel or who have issued a travel request shall submit a report thereof to the Dean or Director, etc., within the period determined separately.

(Payment of Travel Expenses)

Article 5: The travel expenses shall, in principle, be paid after the completion of the travel. However, if deemed necessary by the budget manager, etc., in consideration for the nature of the travel or any special circumstances, the travel expenses may be paid before departure.

2. Those who have received the travel expenses before departure in accordance with the preceding item shall, within the period determined separately, settle and adjust the travel expenses after the completion of the travel.
3. If it is found as a result of the settlement and adjustment under the preceding item that any excess amount of travel expenses is received by the Employee in question, the Employee shall reimburse such excess amount.
4. In cases where any travel directive, etc., is changed or cancelled before the departure of the Employee eligible for the payment of travel expenses, if the Employee in question has already incurred a portion of travel expenses for the purpose of the travel, the amount equivalent to the actual loss suffered by the Employee in question may be paid.
5. If occurrence of a natural disaster, accident or other occurrence renders the payment of travel expenses in accordance with the provisions of these regulations insufficient to defray the expenses in question, the budget manager, etc., may determine the payment of an amount equivalent to actual expenses incurred.

## Chapter 2: Domestic Travel Expenses

(Domestic Travel Expenses)

Article 6: Domestic travel expenses shall include transportation expenses, daily allowance, accommodation fees, and incidental expenses. However, no payment shall be made for transportation expenses incurred for transportation within the same municipality where work is to be carried out.

(Short-distance Travel Expenses)

Article 7: Short-distance travel expenses shall include transportation expenses and a daily allowance. However, no payment shall be made for transportation expenses incurred for transportation within the same municipality where work is to be carried out, or incurred for transportation between the sections determined separately.

(Travel Expenses for Training, etc.)

Article 8: Travel expenses for training, etc., shall include transportation expenses, a daily allowance and accommodation expenses.

(Overseas Travel Expenses)

Article 9: Overseas travel expenses shall include transportation expenses, a daily allowance, accommodation fees and incidental expenses.

(Travel Expenses for New Posts)

Article 10: Travel expenses for new posts shall include transportation expenses, a daily allowance, accommodation fees, relocation fees, after-arrival allowance, dependent relocation fees, and incidental expenses.

(Adjustment of Travel Expenses)

Article 11: The payment of travel expenses may be adjusted if deemed necessary by the budget manager, etc., in consideration for the nature of the travel or any special circumstances.

(Supplementary Regulations)

Article 12: In addition to what is stipulated in these regulations, the items necessary for the payment of travel expenses shall be determined separately.

(Amendments to and Abolition of Regulations)

Article 13: Amendments to and abolition of regulations shall be implemented by the trustees responsible for accounting.

Supplementary Provision

These regulations shall be implemented from 14 April 2004 and applied from 1 April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 14 May 2004 and applied from 1 April 2004.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1 July 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1 March 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2008.

Supplementary Provision

The foregoing amendments shall be implemented from 1 April 2009.

Supplementary Provision

The foregoing amendments shall be implemented from 1 October 2010, and shall apply to the travel expenses paid to the Employees who receive a travel directive or request (or the approval under Item 2, Article 4, in the case of the Trustees and the Employees when the methods of execution of their work are left to their discretion as described in the proviso of Item 1, Article 4) issued on or after the date of implementation.