

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 official employment contracts have been 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 Staff of The University and anyone undertaking business trips at the behest of The University for the purpose of university-related work shall be paid in accordance with the regulations set out herein.

(Classification of Travel Expenses)

Article 2: Travel expenses are classified as shown hereunder depending on purpose and content.

- (1) Domestic travel expenses (excluding day excursions, training, travel expenses for new appointments)
- (2) One-day trip expenses (excluding training, etc)
- (3) Travel expenses for training
- (4) Travel expenses for the purpose of taking up new appointments
- (5) Overseas travel expenses (excluding travel expenses for new appointments)

(Types of Travel Expenses)

Article 3: The types of travel expenses shall be as follows: Transportation expenses (trains, ships, airplanes, automobiles), daily allowance, accommodation fees, relocation fees, after-arrival allowance, dependent relocation allowance and incidental expenses.

(Travel Directive)

Article 4: Those who need to travel must obtain a travel directive or request from the person in charge of the budget or a person authorized by said person in charge (hereinafter referred to as "issuer of directive").

(Payment of Travel Expenses)

Article 5: The payment of travel expenses shall be calculated based on the most economical and usual route.

2. Calculation of travel expenses shall be based on the relevant points of departure and arrival: In principle, Hankyu Kitasenri station shall be taken as the standard point in the Suita campus, and Hankyu Ishibashi station as the standard point in the Toyonaka campus.
3. Travel expenses for local travel within the city, town or village where work is to be carried out will not be paid.
4. Public transport expenses between Suita and Toyonaka campus will be paid.
5. If travel expenses are paid by institutes other than The University, travel expenses paid by The University shall be offset against said expenses and payment of travel expenses by The University reduced or denied as deemed appropriate.
6. If occurrence of a natural disaster, accident or other occurrence renders payment of travel expenses in accordance with the provisions of these regulations insufficient to defray the expenses in question, the issuer of directive may determine 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 and accommodation fees.

(Domestic Travel Expenses by Train)

Article 7: In addition to the expense incurred during a trip from the point of departure to the nearest railway station to the center of the city, town or village prescribed in Item 2, Article 5, expenses for express travel,

first class travel and reserved-seat prescribed in Appendix 1 shall be paid.

(Domestic Travel Expenses by Sea)

Article 8: Expenses for travel by sea shall be paid according to Appendix 1.

(Domestic Travel Expenses by Air)

Article 9: Expenses for travel by air shall be paid according to the actual cost of travel.

2. Documents such as receipts must be submitted as proof of payment for airline tickets.

(Domestic Travel Expenses by Automobile)

Article 10: Payment of expenses for travel by automobile shall be limited to those incurred by use of public transport.

(Daily Allowance and Accommodation Fees for Domestic Travel)

Article 11: Daily allowance and accommodation fees shall be paid in accordance with Appendix 1.

Chapter 3: Travel Expenses for Day Excursions

(Travel Expenses for Day Excursions)

Article 12: Traffic expenses and daily allowances shall be paid for day excursions. However, only transportation expenses shall be paid for the travel to the city, town or village recorded in provision (3) of Appendix 1.

Chapter 4: Travel Expenses for Training, etc.

(Travel Expenses for Training, etc.)

Article 13: Travel expenses for the purposes of such as training or lecturing shall be paid in accordance with the travel expenses prescribed in this chapter.

(Accommodation, Training, etc.)

Article 14: Daily allowance and accommodation fees shall be paid for training etc. necessitating accommodation. However, the amount of said payment with respect to training with pre-determined accommodation shall be limited to the actual cost within the scope of accommodation fees set out above.

(Day Excursions for Training, etc.)

Article 15: Travel expenses for day excursions for the purpose of training, etc. shall be paid in accordance with Article 12.

Chapter 5: Travel Expenses for New Posts

(Travel Expenses for New Posts)

Article 16: Travel expenses incurred in the assumption of a new post shall be paid in cases where assumption of said post by either a newly hired trustee and member of University Staff or an existing trustee and member of University Staff assuming a new post at the behest of The University necessitates a change of residence.

2. Payment of travel expenses for new posts shall comply with the laws related to the travel expenses for national public servants, etc. (Law No. 114 of 1950, hereinafter referred to as "Travel Expenses Law").

Chapter 6: International Travel Expenses

(International Travel Expenses)

Article 17: Traffic expenses, daily allowance, accommodation fees and incidental expenses shall be paid for international travel.

2. Domestic travel expenses concomitant with travel abroad shall be in accordance with the provisions of Chapter 2.

3. Documents such as receipts must be submitted as proof of payment of the cost of travel abroad.

(International Transportation Expenses)

Article 18: The actual cost of transportation expenses shall be paid in accordance with the provisions of Appendix 2.

(Daily Allowance and Accommodation Fee for International Travel)

Article 19: Daily allowance and accommodation fees shall be paid shall be paid in accordance with the destination as detailed in Appendix 2.

(Incidental Expenses)

Article 20: The actual cost of entry/exit taxes, airport facility-usage taxes, etc. shall be paid as incidental expenses.

Chapter 7: Miscellaneous Provisions

(Adjustment of Travel Expenses)

Article 21: Payment of travel expenses may be adjusted at the discretion of the issuer of directive depending on the nature of the travel concerned or other relevant extenuating circumstances.

(Supplementary Regulations)

Article 22: Items not addressed within these regulations shall be in accordance with the travel expenses law and regulations and official notices within the jurisdiction of the Ministry of Education, Culture, Sports, Science and Technology.

(Amendments to and Abolition of Regulations)

Article 23: Amendments to and abolition of regulations shall be implemented by the trustees responsible for accounting.

Supplementary Provision

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

Supplementary Provision

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

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st July 2006.

Supplementary Provision

The foregoing amendments shall be implemented from 1st April 2007.

Supplementary Provision

The foregoing amendments shall be implemented from 1st March 2007.

Appendix 1(Domestic Travel Expenses)

Classification	Regular Service Basic Salary Table (1)		Appointed position	Above Class 7	Class 3～6	Below Class 2
	Regular Service Basic Salary Table (2)				Above Class 4	Below Class 3
	Educational Staff Basic Salary Table (1)			Above 4—9	2—25～4—8	Below 2—24
	Educational Staff Basic Salary Table (2)			Above 3—29	Below 3-28 Above 2-25 Above 1-37	Below 2-24 Below 1-36
	Medical Staff Basic Salary Table (A) (B)			Above Class 7	Class 3-5 ～6	Below 3-4
	Salary of Part-time Academic Staff (Graduate School of Law) per hour		A～B	C		
	Hourly Wage Table for Employees in Regular Service (1)				A	B～C
	Hourly Wage Table for Employees in Regular Service (2)					A～C
	Hourly Wage Table for Employees in Educational Service (1)					A～B
	Hourly Wage Table for Employees in Medical Service (A)				A	B～C
	Hourly Wage Table for Employees in Medical Service (B)					A～C
	Salary of Part-time Employee (Academic Staff / Researcher) per hour		A～C	D～H	I～K	L～R
	Salary of Part-time Employee (physician) per hour				A	B
	Basic Salary per Year Table for Osaka University Limited Term Endowed Chair Staff, Etc.		1～3	4～8	9～11	12～13
	Basic Salary per Year Table for Osaka University Limited Term Specially Appointed Staff		1	2～3	4～7	8～11
	Basic Salary per Year Table for Osaka University Limited Term Specially Appointed Technical (Medical) Staff				1～2	3～9
	Basic Salary per Year Table for Osaka University Limited Term Commissioned Staff				Upper ～ Universal	
	Basic Salary per Year Table for Osaka University Limited Term Special Commissioned Staff				1～15	
Train			Ticket fee Express Seat-reservation First Class	Ticket fee Express Seat-reservation		
			Special express expenses shall be paid for one-way trips of 100km or more. General express shall be paid for one-way trips of 50km or more.			
Ship	Route with more than 3 levels of expenses		Highest level	Level below the highest		
	Route with more than 2 levels of expenses		Highest level			
	Route with no levels of expenses		Embarkation expenses (ship)			
Daily allowance			3,000	2,600	2,200	1,700
Accommodation fee		Area A	14,800	13,100	10,900	8,700
		Area B	13,300	11,800	9,800	7,800

Remarks

(1) In cases where a member of University Staff stays in the same region for extended periods, the daily allowance accommodation expenses shall be reduced by 10% of the standard amount for the number of days in excess of 30 days calculated from the day following arrival of said member of University Staff in the region concerned and by 20% for the number of days in excess of 60 days calculated from the day following arrival of said member of University Staff in the region concerned.

(2) Area-A shall be defined as the locales listed hereunder, and Area-B as all other locales.

Kanto: Tokyo 23 ward, Hachioji, Tachikawa, Musashino, Mitaka, Fuchu, Chofu, Machida, Koganei, Kokubunji, Kunitachi, Komae, Tama, Inagi, Nishi-tokyo, Saitama, Chiba, Yokohama, Kawasaki, Yokosuka, Kamakura, Miuragun-hayamacho, Tokai, Nagoya, Keihanshin: Kyoto, Osaka, Sakai, Kishiwada, Toyonaka, Ikeda, Suita, Izumiotsu, Takatsuki, Kaizuka, Moriguchi, Hirakata, Ibaraki, Yao, Izumisano, Tondabayashi, Neyagawa, Izumi, Minoh, Takaishi, Higashi-osaka, Kobe, Amagasaki, Nishinomiya, Ashiya, Itami, Takarazuka, Kyushu: Fukuoka

(3) Cities, towns or villages within a 50 km radius The University are shown below.

Osaka Prefecture: Osaka, Toyonaka, Ikeda, Suita, Takatsuki, Moriguchi, Kadoma, Settsu, Hirakata, Ibaraki, Mino, Neyagawa, Shijonawate, Katano, Daito, Higashi-osaka, Yao, Matsubara, Sakai, Senboku-gun-tadaoka, Takaishi, Osaka-sayama, Izumiotsu, Izumi, Habikino, Fujiidera, Kashiwara, Santo-gun Shimamoto-cho, Toyono-gun Nose-cho, Toyono-gun Toyono-cho

Nara Prefecture: Ikoma, Ikomagun Heguricho, Tyoto, Nagaokakyo, Yawata, Otokunigun Oyamazakicho,

Hyogo Prefecture: Kobe(Higashinada, Nada, Chuo, Hyogo) Amagasaki, Nishinomiya, Ashiya, Itami, Takarazuka, Kawanishi, Kawabe-gun Inagawa-cho

Note: All classifications in the foregoing table are in accordance with the Regulations Pertaining to Salary for National University Corporation Osaka University Staff.

Appendix 2(International Travel expenses)

Classification	Regular Service Basic Salary Table (1)	Appointed position	Above Class 7	Class 3~6	Below Class 2
	Regular Service Basic Salary Table (2)			Above Class 4	Below Class 3
	Educational Staff Basic Salary Table (1)		Above 4—9	2—25~4—8	Below 2—24
	Educational Staff Basic Salary Table (2)		Above 3—29	Below 3-28 Above 2-25 Above 1-37	Below 2-24 Below 1-36
	Medical Staff Basic Salary Table (A) (B)		Above Class 7	Class 3-5 ~6	Below 3-4
	Salary of Part-time Academic Staff (Graduate School of Law) per hour	A~B	C		
	Hourly Wage Table for Employees in Regular Service (1)			A	B~C
	Hourly Wage Table for Employees in Regular Service (2)				A~C
	Hourly Wage Table for Employees in Educational Service (1)				A~B
	Hourly Wage Table for Employees in Medical Service (A)			A	B~C
	Hourly Wage Table for Employees in Medical Service (B)				A~C
	Salary of Part-time Employee (Academic Staff / Researcher) per hour	A~C	D~H	I~K	L~R
	Salary of Part-time Employee (physician) per hour			A	B
	Basic Salary per Year Table for Osaka University Limited Term Endowed Chair Staff, Etc.	1~3	4~8	9~11	12~13
	Basic Salary per Year Table for Osaka University Limited Term Specially Appointed Staff	1	2~3	4~7	8~11

	Basic Salary per Year Table for Osaka University Limited Term Specially Appointed Technical (Medical) Staff			1~2	3~9
	Basic Salary per Year Table for Osaka University Limited Term Commissioned Staff			Upper ~ Universal	
	Basic Salary per Year Table for Osaka University Limited Term Special Commissioned Staff			1~15	
Train	Route with more than 3 levels of expenses	Highest level	Level below the highest		
	Route with more than 2 levels of expenses	Highest level			
	Route with no levels of expenses	Necessary expenses to board			

Ship	Route that has more than 3 levels of expenses	Highest level	Level below the highest		
	Route that has more than 2 levels of expenses	Highest level			
	Route that has no levels of expenses	Necessary expenses to board			
Automobile		Necessary expenses to board			
Air	Route that has more than 3 levels of expenses	Level below the highest		2 Level below the highest	
	Route that has more than 2 levels of expenses	The higher level		The lower level	
	Route that has no levels of expenses	Necessary expenses to board			
Daily Allowance	Appointed city	8,300	7,200	6,200	5,300
	Area A	7,000	6,200	5,200	4,400
	Area B	5,600	5,000	4,200	3,600
	Area C	5,100	4,500	3,800	3,200
Accommodation 1)	Appointed city	25,700	22,500	19,300	16,100
	Area A	21,500	18,800	16,100	13,400
	Area B	17,200	15,100	12,900	10,800
	Area C	15,500	13,500	11,600	9,700
Unit price for stays in the same locale from the 32 nd day to the 61 st day					
Daily	Appointed city	7,500	6,500	5,600	4,800
	Area A	6,300	5,600	4,700	4,000
	Area B	5,000	4,500	3,800	3,200
	Area C	4,600	4,000	3,400	2,900
Accommodation 1)	Appointed city	23,100	20,200	17,400	14,500
	Area A	19,300	16,900	14,500	12,100

Remarks

- (1) Classification of appointed cities, area A, area B, and area C is in accordance with the travel expenses law.
- (2) In cases where a member of University Staff travels to different locales within 1 day, the locale accorded the higher ranking in terms of daily allowance and accommodation expenses shall be taken as the standard for payment of said allowance and expenses.
- (3) Daily allowance for travel by air or by sea shall be equivalent to that for Area-C (excluding the days of embarkation and disembarkation).
- (4) In the event of visits to The University by acclaimed professors or figures from overseas for the purposes of implementation of work pertaining to The University, expenses may be paid, at the discretion of the directive issuer, for first class travel.

Note: All classifications in the foregoing table are in accordance with the Regulations Pertaining to Salary for National University Corporation Osaka University Staff.