

JSPS Travel Expense Policy

This policy is based on the travel regulation of JSPS Tokyo Headquarter. The “JSPS Travel Expense Policy” covers activities concerning JSPS Stockholm Office.

1. JSPS Stockholm Office only compensates for necessary transportation and accommodation.
2. For those who plan to have another appointment or business during the JSPS trip, must inform of the travel schedules to JSPS Stockholm Office before the travel.
3. In principal, JSPS Stockholm Office compensates for the most economic transportation from participant’s home or institution address to the venue of JSPS events.
4. For those who need to travel different route from the route in policy 3, they must inform of their travel routes and durations to JSPS Stockholm Office before the travel. When participants travel inappropriate route without a notification, JSPS Stockholm Office does not compensate for this travel expense.
5. Those who travel by airplane, have to choose the most economic class, and JSPS Stockholm Office can not compensate for business or executive class tickets. Also, please use public transportation from an airport to a central station.
6. Those who travel by train, have to travel by second-class ticket, and JSPS Stockholm Office can not compensate for first-class tickets.
7. For those who need accommodation, the room price for 1 night has to be less than 124 EUR, including VAT. If the actual price is more expensive than the maximum price, JSPS Stockholm Office will consider the season and the location, and decide the amount of compensation.
8. To receive the compensation, participants must submit “Travel Expense Compensation and Travel Report” and all of the original tickets and receipts of transportation and accommodation within 1 month after the corresponding events. For those who attend an event held in March, they must submit these documents by March 10th for Japanese Governmental accounting procedure. In case of the lack of any documents, JSPS Stockholm Office does not compensate for the related cost.
9. Concerning the special occasions or conditions which are not described in this regulation, participants should ask JSPS Stockholm Office before the travel.

Japan Society for the Promotion of Science
JSPS Stockholm Office