

## JSPS Travel Expense Policy

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

1. The JSPS Stockholm Office only compensates for necessary transportation and accommodation.
2. Those who plan to have other appointments or business during the JSPS trip, must inform the JSPS Stockholm Office of the travel schedules in advance.
3. In principal, the JSPS Stockholm Office compensates for the most economic transportation from the participant’s institution address, to the venue of the JSPS events.
4. For those who need to travel by a different route from the route in policy 3, please inform the JSPS Stockholm Office of travel routes and durations before traveling. When participants travel inappropriate routes without notification, the JSPS Stockholm Office does not compensate for those trips.
5. Those who travel by airplane, should choose the most economic class. The JSPS Stockholm Office cannot compensate for business or executive class tickets. Please use public transportation from the airport to a central station.
6. Those who travel by train, should travel with second-class tickets. The JSPS Stockholm Office cannot compensate for first-class tickets.
7. For those who need accommodation, the room price for 1 night has to be less than 1446 SEK including VAT. If the actual price is more expensive than the maximum price, the JSPS Stockholm Office will consider the season and the location, and decide the amount of compensation.
8. To receive the compensation, participants must submit the “Travel Expense Compensation and Travel Report”, and the original tickets and receipts of transportation and accommodation, within 1 month after the corresponding events. Those who attend an event held in March, are obliged to submit these documents by March 10<sup>th</sup> due to the closing of the Japanese fiscal year. In case of lack of any documents, the JSPS Stockholm Office will not be able to compensate for those travel costs.
9. Concerning any special occasions or conditions which are not described in this regulation, participants should consult the JSPS Stockholm Office before traveling.

JSPS Stockholm Office