

APU Alumni Association Travel Policy

1. Using transportation

(1) Making arrangements

Each person makes their own arrangements for transportation costs within Japan.

*Please try to keep costs low.

(As a general rule, use package plans that cover accommodation and travel expenses, discount fares, etc.)

In general, the University Alumni Association arranges flights between Japan and other countries or between two other countries.

(2) Seats

Airline tickets should be economy class

Train tickets should be regular seats (no Green seats unless they are cheaper than regular seats)

(3) Using airline tickets

To avoid an increase in transportation costs, airline tickets should be purchased at least one month prior to the event or conference to be attended.

*If the ticket cannot be purchased one month in advance, a request should be made to the Secretariat at least one month in advance.

If a request is made in less than one month in advance, the Secretariat will check prices and provide only the cost for a ticket purchased one month in advance.

(4) Using taxis

As a rule, use of taxis is not allowed. However, taxis may be used in the following instances or the Secretariat can be consulted in advance if the use of taxis is necessary.

- There is no public transportation
- Early morning or late night travel when there is no public transportation
- To avoid danger

(5) Insurance and travel expenses within the country (outside of Japan)

A total of 15,000 yen will be disbursed to cover insurance for the travel duration (5,000 yen) and local travel expenses (10,000 yen).

If total travel expenses exceed 15,000 yen, the excess amount may be disbursed upon consultation and submission of receipts and other relevant documents.

For travel within the country only, the actual amount will be disbursed. If travel also includes overseas travel, the actual amount of transportation expenses for the event location will be disbursed.

	Arrival (within Japan)	Arrival (outside of Japan)
Departure (within Japan)	Actual expenses	Lump sum of 10,000 yen for travel within Japan Actual expenses for travel outside of Japan
Departure (outside of Japan)	Lump sum of 10,000 yen for travel outside of Japan Actual expenses for travel within Japan	Lump sum of 10,000 yen for travel outside of Japan in the departure country Actual expenses for travel outside of Japan in the destination country

(6) Documents for submission

- Request for Reimbursement for Advance Payment
- Receipts (made out to the Ritsumeikan Asia Pacific University Alumni Association)
 - *Sign and stamp the back

- When flying, boarding pass (stub) or boarding certificate for the outbound journey
- Certificate of payment. Write your affiliation and name in the space for payer, affix your seal, and leave the rest blank.

*Use if you run out of certificates.

2. Accommodation

Limit of 12,000 yen per night.

Own home or friend's home: No payment provided.

On board a vehicle, ship, or plane: No payment provided.

If you are expected to exceed the limit, consult the Secretariat in advance and the Secretariat will decide the amount. Without consultation, you are required to cover the amount for accommodation exceeding the limit.

3. Other

If you miss your flight or there is a problem with the flight, contact the Alumni Association Secretariat immediately.

As a general rule, you are required to cover any expenses incurred due to your own negligence.

4. Inquiries

Alumni Association Secretariat (Ms. Yabuta, Ms. Obase)

0977-78-1103 apualumn@apu.ac.jp