

Overseas Visiting Expenses Handling Provisions

1. Objective

In recent years, there have been an increasing number of activities of this society that are conducted by overseas business travelers due to globalization of the market for antibacterial articles, including the promotion of ISO certification of test methods. These detailed rules stipulate the rules concerning the handling of expenses spent by persons under commission from this society during an overseas business trip as part of the society's activities.

2. Conditions for Applying These Detailed Rules

Expenses calculated according to these detailed rules shall not be paid to the overseas business traveler unless all the following requirements are fulfilled:

- (i) Written application for approval of the overseas business trip must have been submitted by this society's chairperson to the overseas business affiliate institution or company in advance, and the overseas business trip permitted by the said institution or company.
- (ii) An overseas business trip report in a separately specified form shall have been submitted.
- (iii) Account slips enabling confirmation of the claimed expenses, such as receipts shall be submitted. If the expenses were paid in a foreign currency, evidence that clearly shows the rate of exchange at the time, such as a money exchange specification, shall be attached.

3. How to Calculate Expenses

- (i) Domestic traffic costs: Shuttle traffic costs for travel between the routine business site or home and the airport for the overseas flight shall be calculated using the criteria given in Note 5) for the "Internal Rules on Remuneration for Lecturers and Travel Costs."
- (ii) Parking fees: If the overseas business traveler parks a private car at or near an airport during an overseas trip, the parking fees charged shall, as a rule, not be paid. However, provided that there is a rationale, such as the non-availability of public transport because of departure time, the parking fees may be paid.
- (iii) Overseas travel accident insurance fees: The insurance fees charged for the overseas business trip by the affiliate institution or company in compliance with the internal rules of the institution or company shall be paid. Insurance fees for insurance bought by the business traveler on his or her own discretion shall not be paid. However, provided that the business traveler made the overseas business trip for the sake of an operation implemented by this society on request of an outside organization, and that the consignor of the operation permits the payment of the overseas travel accident insurance bought by the business traveler, death benefit of up to ¥3,000,000 may, as a rule, be paid.
- (iv) Air fares: Economy-class fares shall be paid. Airport fees and airport taxes may be paid, provided that they are not included in the airfare.
- (v) Hotel charges: Hotel charges (except meal charges) shall be paid below the following upper limits. Provided that breakfasts are included in the hotel charges, however, meal charges are allowed as hotel charges. In-flight overnight stays are not counted as overnight stays for calculation of hotel charges.
Hotel charges for additional stays for any reasons related to flight reservation or business operations are allowed.

North America, Europe, and Middle/Near East	¥21,000/overnight stay
Other areas	¥16,000/overnight stay
- (vi) Congress entry fees etc.: Entry fees for international congresses, exhibition admission fees etc. judged as being necessary for the execution of duty shall be paid on the basis of actual expenses.
- (vii) Other expenses: Ground travel expenses (including taxi fees) and communication expenses spent at business trip destinations shall be paid.

Confidentiality Level D

(viii) Daily allowance: In the case of an overseas business trip for an operation implemented by this society on request of an outside organization, the following daily allowance may be paid. In calculating the daily allowance, the departure day and the return day are included in the count of days.

North America, Europe, and Middle/Near East	¥7,000
Other areas	¥5,800

Also, if the Society members were on a business trip abroad by the Council of life, etc., pay the following daily allowance.

North America, Europe and Middle/Near East	¥3,500
Other areas	¥2,900

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