

Travel expenses policy for inviting overseas researchers

※This policy primarily responds to the travel expenses regulations of the Ecological Society of Japan (ESJ). (https://esj.ne.jp/esj/Rule/ryohi_kitei.html)

ESJ assures the following expenses for the invited overseas researcher.

Actual transportation expense by railway, ships and aircraft for the invitation:

Documents or receipts sufficient to prove the payment are required to

submit to the ESJ office in case of over 10,000 JPY per each transportation.

Actual accommodation expense (up to five nights, in principle less than 15,000 JPY per night):

Documents or receipts sufficient to prove the payment are required to submit to the ESJ office.

Individual payment (related to our invitation) in case of booking a package tour included transportations and accommodations:

The receipt for the payment is required to submit to the ESJ office.

A per diem for meals of 2,500 JPY (up to six days):

<Payment procedure>

Bill of travelling expenses should be submitted to the ESJ office with the documents and/or receipts sufficient to prove the payment.

Payment are all on a yen basis. For purchased tickets in overseas countries, the invited researcher should be reimbursed them converted at the rate of the purchase date. The exchange rate should not include the exchange commissions charged by banks and/or airports.

If payment is to be made in cash, please inform the ESJ office of the amount to be paid at least one day before the desired date of receipt. If you wish to send money to

the inviting party's account overseas remittance after the business trip, please inform the ESJ office in advance so that we can confirm which financial institutions are able to handle the remittance.

The travel expenses for inviting speakers paid by the Society are only for travel on behalf of the Ecological Society of Japan, and do not cover travel to and from Japan for other purposes. When applying for travel expenses, please request them separately from other business travel expenses.

<Booking>

The reservations should be booked by the researcher or the correspondent of the invitation. The ESJ office shall not book any tickets.

In principle, Please book your seats in economy class.

If you have any questions, please contact the ESJ office (office@esj.ne.jp).