



RIKEN Quantitative Biology Center

Guidelines for Reimbursement of Travel Expenses

1. Items Covered by QBiC

Airfare to Japan

RIKEN QBiC will, in principle, reimburse the price of a discount economy class fixed ticket for a reasonable route from the airport closest to your institute to Kansai International Airport. Use of Itami or Kobe Airport via Narita or Haneda Airport is permitted only if there are no direct flights to Kansai International Airport. Stopovers for personal matters are not permitted except for making necessary connections.

2. Reimbursement Procedures

1) Purchase the airline ticket

Purchase the ticket either from the QBiC-appointed travel agency or on your own.

- I. If you choose to have the airline tickets arranged by the QBiC-appointed travel agency, please contact the travel agency directly and inform them that you have been introduced by RIKEN QBiC. The airfare will be settled directly by QBiC.

[QBiC-appointed travel agency]

Nippon Travel Agency (Mr. Morizono)

Email to: [yasuhiro_morizono@nta.co.jp]

- II. If you choose to arrange the ticket by yourself, QBiC will reimburse you for the expense after the event. Please obtain the itinerary indicating the fare from your travel agency and send it to us by email [qbic-symposium@riken.jp] at least 1 month before the actual event. You can only purchase your ticket after receiving a confirmation from the QBiC administrative staff. After obtaining your flight ticket, please fill in and send the attached **Bank Transfer Information** sheet via email.

2-1) Submit necessary documents on the event day

On the event day, submit the following documents for reimbursement;

- a) Document that indicates itinerary and actual payment (ORIGINAL copy of a receipt).
- b) Boarding pass stub of your onward flight(s).

2-2) Submit necessary documents after the event day

After the event day, submit the following document(s) for reimbursement;

- c) Boarding pass stub of your backward flight(s).

Send the document(s) to the following address;

QBiC Symposium Secretariat

RIKEN Quantitative Biology Center

6-2-3 Furuedai, Suita. Osaka 565-0874, Japan

Note that if the necessary documents have not been received by the QBiC administrative staff within 2 weeks after the event has finished, reimbursements will not be made.

3) Payments

Reimbursements will be made by bank transfer after the actual event.

3. Accommodation Fee

Your accommodation will be arranged by the QBiC administrative staff, with payments being settled by QBiC. QBiC will cover your accommodation for the meeting period, up to 4 nights (August 23th to August 26th) at the QBiC-appointed accommodation below.

[QBiC-appointed hotel]

Hotel Hankyu EXPO Park

1-5 Senri-Banpaku-Koen, Suita, Osaka 565-0826, Japan

TEL: +81-6-6878-5151 / FAX: +81-6-6878-3456

4. Cancellation Policy

If no suitable reasons are provided to QBiC to cover the cost of flight cancellation, the cost must be borne by the relevant individual. Any cancellation charges incurred from cancelling the accommodation booking without notifying QBiC in advance with suitable reasons will be borne by the individual.