

Authority: Approved by the Vice President for Finance and Administration

## **Guidelines for Meeting Expenses: Conditions/Requirements and Procedures of Exceptional Cases to the General Rules**

### **1 Purposes**

The purposes of these guidelines are to clarify the conditions and requirements of the exceptional cases to which some of the general rules of meeting expenses [\[link: 29.3.9\]](#) are not applied and to provide procedures concerning such exceptional cases, based on the provision of 29.3.9.3.3 of the Policies, Rules of Procedures (PRP). [\[link: 29.3.9.3.3\]](#)

These guidelines do not intend to make any exceptions to the rules concerning alcohol. [\[link: 29.3.3.1\]](#)

Note: Although these guidelines are applied to any applicable meeting expenses regardless of its funding sources, it is strongly encouraged to use non-subsidy money for the meeting expenses (especially food expenses) permitted under these guidelines, whenever possible.

### **2 Rules**

The activities in the scope of these guidelines and exceptional rules which may be applied to them are as follows.

#### **2.1 Scientific Colloquia/Retreat/Social Gatherings**

(Activities)

- Scientific colloquia, retreats, social gatherings and other similar activities held by the University at the University café/restaurant or other facilities on campus as an institutional activity to promote collaboration across the boundaries of scientific disciplines, to broaden horizons of students and young researchers, to enrich academic life at the University, and thus, to contribute to the missions of the University.
- Seminars, social gatherings and other events organized by a research unit, a division/section of the administration, or voluntarily by university staff are not included in this category.

(Rules)

- With an approval in writing by the President in advance, the meeting expenses may be reimbursed by the University, with the budget of the Office of the President.
- Participation to these activities should be, in general, widely encouraged among the broader University community. The requirement of external participation and the restriction on internal participation (no more than 4 persons per guest) are not applied to these activities.
- The list of attendees are not required; provided, however, the number of participants must be counted by the organizer and, if necessary, reported to the President.
- The amount of the meeting expenses reimbursed by the University should be considered to be reasonable and appropriate in general societal terms. The maximum amount is: 500 yen per person (refreshments), 1,000 yen per person (breakfast or lunch). Dinner is not allowable.
- The President may attach any other conditions as considered appropriate.

## **2.2 Staff Development and Moral/Corporate Identity Building**

### (Activities)

- Internal meetings, workshops, and ceremonies for staff development and/or for moral/corporate identity building (employee recognition ceremonies, retirement celebrations, staff training retreats or workshops, etc.) held by the University as an institutional activity, which are considered indispensable to achieve the goals of the University.
- The activities must be held at the University café/restaurant or other facilities on campus: external venues are permitted by the President only if there is an unavoidable reason.
- Internal activities organized by a research unit, a division/section of the administration, or voluntarily by university staff are not included in this category.

### (Rules)

- With an approval in writing by the President in advance, the meeting expenses may be reimbursed by the University, with the budget of the Office of the President.
- The requirement of external participation and the restriction on internal participation (no more than 4 persons per guest) are not applied to these activities. The attendance of University staff must be limited to those who are necessary to achieve the objectives of the activity.
- The amount of the meeting expenses reimbursed by the University should be considered to be reasonable and appropriate in general

societal terms. The maximum amount: 500 yen per person (refreshments). See PRP 26.9 for breakfast and lunch. [\[link: 26.9\]](#)  
Dinner is not allowable.

- The agenda and the name of participants must be made known through OIST ERP/Core system in advance, as it is required in the general rules. [\[link: 29.3.9.2\]](#)
- The President may attach any other conditions which he/she considers appropriate.

### 3. **Procedures**

- Complete and submit a written form [\[link: Form\]](#) to the Office of the President to obtain an approval by the President in writing in advance. For regularly scheduled or serial activities (e.g. monthly colloquia), an organizer of such events may apply for the approval by the President when they initiate the activity with the information of frequency and the projected number of participants: An approval must be obtained at least once a fiscal year.
- Arrange food or beverages in communication with a designated person in the Office of the President, who will process the request in advance and the reimbursement through OIST ERP/Core system.
- Submit the receipt to the designated person if the organizer made advanced payments.

### 4 **Form**

Application for Meeting Expense (Exceptions) [\[link: Form\]](#)

### 5 **Contact**

Owner of these Guidelines: President

Other Contact:

Office of the President

Budget and Accounting Section

### 6 **Definitions**

Refreshments: For the purpose of these guidelines, refreshments mean coffee, tea and other beverages, snacks, hors d'oeuvres, pastries, cookies, crackers, chips, fruit, etc.

Form: Application for Meeting Expense (Exceptions)

様式：会議費申請（例外的取扱い）

I hereby request the exceptional treatment concerning meeting expenses based on PRP 29.3.9.3.3 as specified below.

下記のとおり、会議費の使用について、PRP 29.3.9.3.3 に基づく例外的取扱いの適用を申請します。

1 Applicant 申請者	Name/氏名
	Unit or Section/ ユニット・セクション
	Title/職名
2 Date of Submission 申請日	

3 Meeting Description/Objectives 会議の概要・目的	
4 Meeting Date 開催日	
5 Venue 場所	
6 Number of Attendees 出席者数	
7 Names of Attendees 出席者名 (Only for Rule 2.2)	
8 Item 品目	
9 Estimated Cost (Yen) 見込額 (円)	
10 Remarks 備考	

Approver/承認者

President	VPAC