

Guidelines Regarding Travel Expenses for Tutors and Participants at OIST Workshops

Conference & Workshop Section (CWS), OIST Graduate University

General

The following “Guidelines Regarding Travel Expenses for Tutors* and Participants** at OIST Workshops” are based upon the OIST Graduate University’s Policy, Rules and Procedures Chapter 29 “Travel, Meeting and Related Expenses” and aim to clarify the details regarding the reimbursement procedure of our visitors’ travel expenses.

*The term “tutor” refers to academic coaches (graduate students, postdocs, scientists invited by the organizers to attend to workshop participants. All tutors referred to in the following text exclude OIST students and OIST members.

* The term “participant” refers to all workshop participants, who have went through an application process and have been selected to attend the workshop after being evaluated by the workshop organizers. All participants referred to in the following text exclude OIST students and OIST members.

Please note that some items refer only to those, who will be receiving travel support from OIST. This applies to the following items: 1.1. Air fares, 3. International Travel Insurance, 4.2. Guidelines for stay extensions for research purposes, and 4.3. Guidelines for extension for private activities. All tutors and participants, who will be receiving travel support from other sources, are subject to the regulations of their funding source.

1. Travel Support

1.1. Air fares*

*This item applies only to tutors and participants, who are receiving travel support from OIST.

1.1.1. OIST arranges a single round-trip for the most economical route for economy class between the nearest airport to the tutor’s/participant’s organization/home and Okinawa (Naha Airport).

Depending on the tutor’s/participant’s itinerary, open-jaw tickets (e.g. home airport → Naha airport → other destination) can also be provided; however the tutor/participant is asked to carry the difference between the single round-trip and the open-jaw ticket. For details on guidelines regarding itineraries with planned stop-overs and stay extensions, please refer to 4. Duration of Stay Covered by OIST.

Please note that for all flights (international and domestic flights) an upgrade to a higher seat class (economy class to premium economy or business class), using miles, coupons, etc., is only possible, if the visitor carries all additional costs regarding the upgrade and presents proof from the Airline, Booking Agent or Travel Agency that the upgrade has been done by him/her personally. An upgrade to first class is not permitted at any circumstances. If no consultation has taken place before the upgrade of the ticket, a reimbursement by OIST will not be possible.

1.1.2. Only in limited cases, and when instructed by the **Conference & Workshop Section (CWS)**, it is possible for tutors/participants to make their own flight arrangements. Please note that OIST can only reimburse a single round-trip for the most economical route for economy class category between the nearest airport to the tutor’s/participant’s organization/home and Okinawa (Naha Airport). Please note that for all flights (international and domestic flights) an upgrade to a higher seat class (economy class to premium economy or business class), using miles, coupons, etc., is only possible, if the visitor carries all additional costs regarding the upgrade and presents proof that the upgrade and presents proof from the Airline, Booking Agent or Travel Agency that the upgrade has been done by him/her personally. An upgrade to first class is not permitted at any circumstances. If no consultation has taken place before the upgrade of the ticket, a reimbursement by OIST will not be possible.

Tutors/participants, who have made their own flight arrangements, **must submit the following documents to the CWS**, in order to receive reimbursement for their airfare. If these documents are not submitted, a reimbursement of the flight ticket by OIST will not be possible.

(This does not apply for tutors/participants, whose flight arrangements have been made by OIST)

Submit when registering at the workshop venue to CWS

1. All original purchase receipts with date of issue
2. All original used boarding passes from all outbound flights (Home → Japan)

Submit after returning to home country (institution) by postal mail to CWS

3. All original used boarding passes from all inbound flights (Japan → Home)

1.1.3. If you intend to visit another research institution, please inform the CWS before making any travel arrangements. In case of a trip combining visit to OIST and other institution(s), the costs are usually shared with the other institution(s). Your travel arrangements will be made only after a mutual agreement has been reached between OIST and the other institution(s). Please note that any additional expenses for air fare that exceed the costs of the single round-trip will not be supported by OIST, as described above (*please see also 1.1. Air fares*).

1.1.4. Unless changes in itineraries have been made by OIST, tutors/participants shall be responsible for fees resulting from any change or cancellation of their flight and accommodation made after our travel agent or OIST has confirmed the booking. Any change or cancellation of the itinerary is not permitted without prior approval from the workshop organizer. In cases of emergency, the reimbursement of cancellation fees is possible; however please make sure to contact the organizer *before* making any changes or cancellations.

1.2. Transportation between Naha Airport (Okinawa) and the workshop venue

OIST will arrange the transportation between Naha Airport and the workshop venue.

In case of changes in schedule, make sure to contact the CWS in advance.

1.3. Other transportation

Tutors/participants are asked to arrange the transportation to and from their nearest home airport and OIST cannot reimburse these travel costs.

2. Accommodation

2.1. Lodging

Lodging is provided by OIST for the duration of the workshop. Check-in is one day prior to the start and check-out is one day after the end of the workshop.

2.2. Meals

OIST shall provide for all meals (breakfast, lunch & dinner) during the workshop (incl. dinner on the day of arrival and breakfast on the day of departure for tutors/participants accommodated at the Seaside House or other OIST housing facilities). Thus, there will be no per-diem provided for the duration of the workshop.

3. International Travel Insurance

3.1.* For travelers with **international flights**, who are receiving travel support from OIST

For all travelers with international flights, international travel insurance is provided. Depending on the way of purchase a) purchased by OIST or b) purchased by the tutor/participant himself/herself and partially or fully reimbursed by OIST, there are differences in the coverage of the travel insurance. Please refer to “International Travel Insurance for International Visitors to OIST Workshops” for all further details.

3.2.* For travelers, only provided with **domestic flights within Japan**

OIST cannot offer a travel insurance for travelers, who are provided only with a domestic flight within Japan. They are kindly requested to contact their local travel agency etc. for further details on travel insurance.

3.3. For travelers **not receiving** travel support (international or domestic) from OIST

Travelers, who are not receiving travel support from OIST, cannot be provided with a travel insurance. They are kindly requested to contact their local travel agency etc. for further details on travel insurance.

**Please note that the International Travel Insurance is provided only for the participant’s/tutor’s travel to OIST. Any stay, exceeding the duration of travel covered by OIST cannot be covered by the travel insurance. For travel insurance for private stay extensions, visitors are kindly asked to contact their local travel agency for further details.*

4. Duration of Stay Covered by OIST (*airfare, accommodation, etc.*)

4.1. Workshop Duration

Tutors/participants are asked to arrive one day prior to the start and depart on the following day of the end of the workshop.

4.2. Guidelines for stay extensions for research purposes*

*This item applies only to tutors and participants, who are receiving travel support from OIST.

At the discretion of the workshop organizer, extended stay for research purposes can be approved for the same number of days as the tutor's/participant's actual stay for the workshop. The maximum possible stay extension equals the duration of the workshop, exclusive of the travel days. Such a request must be submitted to the CWS at least 4 weeks prior to the first day of the workshop.

4.2.1. Extending stay for research purposes is possible and may be requested as stated below:

- a) For visit to a research unit at OIST.
Please notify the CWS in advance, which research Unit you intend to visit.
- b) For visit to other research organizations
 - Tutors/participants requesting stay extensions for visit for research institutions other than OIST are asked to submit any email exchange or invitation from the other organization(s), etc. that can show the purpose of their visit. This is mandatory for all tutors/participants, whose travel expenses are covered by OIST. (*Please see also 1.1. Air fares*)
 - In the case that stay extensions for research purposes are requested for visiting research organizations other than OIST, the travel expenses are shared with these organizations. (*Please refer to 1.1. Air fares, 1.1.3.*)

Any additional expenses for air fare that exceed the costs of the single round-trip, as described above (*please see also 1.1. Air fares*), any other travel, per-diem allowance and lodging, etc., associated with the extended stay will not be supported by OIST. Furthermore, OIST is not responsible for any personal accident, injury or death, miscellaneous expenses or risk incurred during extended stays.

4.3. Guidelines for extension for private activities

*This item applies only to tutors and participants, who are receiving travel support from OIST.

For tutors/participants at OIST Workshops, an extension for private activities prior to or after the workshop is not permitted. For all tutors/participant, who plan a stay extension (regardless of it's duration), OIST can cover only half of their air fare costs. If you plan to extend your stay for private activities, make sure to notify the CWS at least 4 weeks prior to the first day of your workshop. (*Please see also 1. Travel support and 4. Duration of Stay Covered by OIST*)

When extending for private activities, all expenses associated with the extended stay will not be supported by OIST. Furthermore, OIST is not responsible for any personal accident, injury or death, miscellaneous expenses or risk incurred during extended stays.

5. Other

Okinawa Institute of Science and Technology Graduate University (OIST) and the workshop organizers disclaim any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers), if such loss is caused or results from the act, default or omission of any person other than an employee or agent of OIST or the organizers. In particular, neither OIST nor the organizers can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. OIST and the organizers disclaim liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by tutors/participants and/or partners in connection with the workshop, and losses suffered by reason of industrial disputes, governmental action, registrations or technical problems that may affect the services provided in connection with the workshop. OIST and the organizers are not able to give any warranty that any particular person will appear as a speaker or presenter. Finally, in case of any breach of the above stated Guidelines Regarding Travel Expenses for Tutors and Participants at OIST Workshops, the costs for the visit to OIST might be charged to the visitors.