

[Appendix] Source: PRP 26.9, PRP 29 and OIST’s “Travel Expense Handbook” (as of Sep. 1, 2017,)

1. Per Diem and Maximum Lodging Allowance (rate in JPY)

Traveler	Domestic		International Large Cities		International Small Cities	
	Per diem (per day)	Lodging (per night)	Per diem (per day)	Lodging (per night)	Per diem (per day)	Lodging (per night)
Student	2,400	11,100	5,200	18,800	5,200	15,800

*The allowance rate applied depends on the main location for each day. When it is possible to transfer to the business venue within the same day, the rate at the final destination will be applied. *Actual lodging costs within the maximum lodging allowance are reimbursed.

2. List of International Large and Small Cities

	Country	City
Group A (Large)	ARGENTINA	Buenos Aires
	AUSTRALIA	Melbourne, Perth, Sydney
	AUSTRIA	Vienna
	BELGIUM	Antwerp, Brussels
	BRAZIL	Rio de Janeiro, Sao Paulo
	CANADA	Montreal, Toronto, Vancouver
	DENMARK	Copenhagen
	FINLAND	Helsinki
	FRANCE	Paris, Lyon
	GERMANY	Berlin, Bonn
	HONG KONG	Hong Kong
	ISRAEL	Tel Aviv, Jerusalem
	ITALY	Rome
	NETHERLANDS	Amsterdam
	NORWAY	Oslo
	PORTUGAL	Lisbon
	RUSSIA	Moscow, Saint Petersburg
	SINGAPORE	Singapore
	SPAIN	Madrid
	SWEDEN	Stockholm
SWITZERLAND	Geneva, Zurich	
UNITED KINGDOM	London	
UNITED STATES	Atlanta, Los Angeles, New York, Boston, Chicago, Denver, San Francisco, Miami, Washington DC	
Group B (Small)	Locations not listed in Group A	