

## **Traveling to OIST Workshops**

Conference & Workshop Section (CWS), OIST Graduate University

### **To all Guest Lecturers at OIST Workshops**

We are delighted to have you as our guest lecturer at our OIST workshop. One of the main objectives OIST Graduate University is to bring together excellent scientists from around the world and to provide a venue for the exchange of innovative ideas. It is our pleasure to offer you support for your travel and stay in Okinawa as described below. For more details on OIST support regulations, please refer to the appended “Guidelines Regarding Travel Expenses for Guest Lecturers at OIST Workshops”.

### **Travel Support Offered by OIST:**

- Your travel to Japan: OIST will arrange on your behalf a single round-trip from the nearest airport to your organization/home and Okinawa (Naha Airport). Usually our guests arrive one day prior to and depart one day after the end of the workshop. Depending on your business schedule, open-jaw tickets (*e.g. home airport→Naha Airport→other destination*) or stay extensions can also be approved; however we might not be able to support any additional expenses. Please refer to our guidelines for further details.
- Your travel to OIST: We shall arrange transportation between Naha Airport and the workshop venue at OIST. You will receive detailed information regarding your transportation approx. two weeks prior to the start of the workshop.
- Your stay in Okinawa: Lodging is arranged by OIST for the duration of the workshop, whereas check-in is one day prior to the start and check-out is one day after the end of the workshop. We will also provide for all meals (breakfast, lunch & dinner) during your stay for the workshop.

**We hope you enjoy your stay at OIST and wish you a fruitful time at our OIST workshop.**

Please make sure to also read the “**Guidelines Regarding Travel Expenses for Guest Lecturers at OIST Workshops**” for all further details concerning your travel support. If you should have any questions, feel free to contact the CWS at [workshop@oist.jp](mailto:workshop@oist.jp)

## Guidelines Regarding Travel Expenses for Guest Lecturers at OIST Workshops

December 1, 2013  
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Revision Approved by Vice President for Communication and  
Public Relations and Vice President for Financial Management

### General

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The following “Guidelines Regarding Travel Expenses for Guest Lecturers 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.

### 1. Travel Support

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#### 1.1. Air fares

1.1.1. OIST arranges a single round-trip for the most economical route in the allowed class category between the nearest airport to their organization/home and Okinawa (Naha Airport). Depending on the visitor’s itinerary, open-jaw tickets (*e.g. home airport→Naha airport→other destination*) can also be provided; however the visitor 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.*

1.1.2. It is possible for visitors to make their own flight arrangements; however, this must be done in consultation with the Conference & Workshop Section (CWS) first. Please note that OIST can only reimburse a single round-trip for the most economical route in the allowed class category between the nearest airport to their organization/home and Okinawa (Naha Airport). If no consultation has taken place before the purchase of the ticket, a reimbursement by OIST will not be possible.

Visitors, 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 visitors, 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, visitors 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

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

## 2. Accommodation

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### 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. Thus, there will be no per-diem provided for the duration of the workshop.

## 3. International Travel Insurance

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For all travelers with **international flights**, international travel insurance is provided. Depending on the way of purchase (purchased by OIST or purchased by the visitor himself/herself) and the travel itinerary, there are differences in the coverage of the travel insurance. Please contact CWS for details.

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.

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

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### 4.1. Workshop Duration

Visitors 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

At the discretion of the workshop organizer, extended stay for research purposes can be approved for the same number of days as the visitor'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
  - Visitors 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 visitors, 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

For invited speakers, in addition to the days for scientific purposes provided under the guidelines above, up to three additional business days or up to five days including weekend, may be requested for non-scientific activities. Such a request must be submitted to the workshop organizer, at least 4 weeks prior to the first day of the workshop. If the private stay exceeds these three additional business days, only half of the round-trip air fare will be covered by OIST. (*Please see also 1. Travel support*)



*and 4. Duration of Stay Covered by OIST)*

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.

5. Other

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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 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 Guest Lecturers at OIST Workshops, the costs for the visit to OIST might be charged to the visitors.