

Rules and Conditions of Travel Grant For the Graduation Ceremony and Alumni Workshop

Travel Bursaries for flight expense

OIST will provide flight expense support to graduates and alumni attending the Graduation Ceremony and Alumni workshop. Half the amount of a round air ticket up to fixed ceiling amount in the chart below can be reimbursed.

| Area | Reimbursement up to (Yen) |
|-------------------------------|---------------------------|
| Japan & Taiwan | 15,000 |
| Korea | 25,000 |
| China | 30,000 |
| Asia | 40,000 |
| Africa | 95,000 |
| Europe | 90,000 |
| Oceania | 90,000 |
| Middle East | 100,000 |
| North America | 80,000 |
| Latin America & the Caribbean | 110,000 |

[Important Note]

1. OIST won't cover any costs for cancellation and/or change fee due to personal reasons.
2. Air ticket to be reimbursed should be the most economical, simple economy class.
3. If you use LCC:
 - (a) Please use the standard plan for air tickets only, without any accompanying services.
 - (b) Please do not use package plans other than the standard plan, as they may include refunds for points or food and beverage costs. However, one checked baggage (up to 20kg) and a fee for seat selection is allowed.
 - (c) Fees equivalent to upgrades and expenses for eating and drinking are not reimbursable.

Terms of reimbursement

- A) Travelers will purchase air tickets by themselves.
- B) Itinerary should start from the nearest airport to the traveler's home, to Naha airport.
- C) Travelers who receive travel bursary from OIST will get reimbursed the amount as stipulated above.
- D) Travelers needs to submit the itinerary, the original receipts, and the inbound air tickets for flight, which are mandatory for the reimbursement, to Student Affairs Section at the GS counter.

What you need to submit to Student Affairs Section

- ① All original purchase receipts with date of issue
- ② All itinerary
- ③ All original used boarding passes from all incoming flights from home airport to Okinawa
- ④ Filled out Guest Registration Form (the form will be sent to you via email.)

If required documents are not submitted, we regret that we won't be able to process your reimbursement of the flight. So please coop with us for smooth process.