

V.VI Table Travel expenses

V. Per diem and maximum Lodging Allowance rate in JPY

Traveler	Domestic Per diem	International Per diem	Domestic Lodging large cities* (incl breakfast)	Domestic Lodging small cities (incl breakfast)	International lodging large cities (incl breakfast)	International lodging small cities (incl breakfast)	Onna-son Per diem	Onna-son Lodging Low Season	Onna-son Lodging High Season
Group 1 and 2	3,300	7,700	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 17,100 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 26,800 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 23,800 others	3,300	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others	40,000 (BOG - all incl.) 20,000 (BOC - all incl.) 15,200 others(*20,000)
Group 3 to 4	2,500	6,000	13,600	13,100	21,500	18,500	2,500	13,100(*15,200)	13,100(*20,000)
Group 5	2,400	5,200	11,600	11,100	18,800	15,800	2,400	11,100(*15,200)	11,100(*20,000)
Guest traveler	2,500	6,000	13,600	13,100	21,500	18,500	3,300	13,100(*15,200)	13,100(*20,000)
Student	2,400	5,200	11,600	11,100	18,800	15,800	2,400	11,100(*15,200)	11,100(*20,000)

* Amount in bracket is maximum amount by direct bill to OIST or actual amount reimbursement with receipt. In case of payment by fixed allowance without receipt, domestic small city is applied.

* High season is Jul 16 to Aug 31, golden week and year end (Dec 29 to Jan 3)

* If it is not possible to find accommodation within maximum amount, please contact the Budget & Accounting Section.

* Domestic Large Cities include:

Saitama Prefecture	Saitama-shi				
Chiba prefecture	Chiba-shi				
Tokyo	Special Wards	Hachioji-shi	Tachikawa-shi	Musashino-shi	Mitaka-shi
	Fuchu-shi	Chofu-shi	Machida-shi	Koganei-shi	Kokubunji-shi
	Kunitachi-shi	Komae-shi	Tama-shi	Inagi-shi	Nishitokyo-shi
Kanagawa Prefecture	Yokohama-shi	Kawasaki-shi	Yokosuka-shi	Kamakura-shi	Miura-gun Hayama-cho
Aichi Prefecture	Nagoya-shi				
Kyoto	Kyoto-shi				
Osaka	Osaka-shi	Sakai-shi	Kishiwada-shi	Toyonaka-shi	Ikeda-shi
	Suita-shi	Izumi otsu-shi	Takatsuki-shi	Kaiduka-shi	Moriguchi-shi
	Hirakata-shi	Ibaraki-shi	Yao-shi	Izumisano-shi	Neyagawa-shi
	Tondabayashi-shi	Izumi-shi	Minoh-shi	Takaishi-shi	Higashi Osaka-shi
Hyogo Prefecture	Kobe-shi	Amagasaki-shi	Nishinomiya-shi	Ashiya-shi	Itami-shi
	Takaraduka-shi				
Fukuoka Prefecture	Fukuoka-shi				

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***International Large Cities include:**

Country Name	City Name
ARGENTINA	Buenos Aires
AUSTRALIA	Melbourne, Perth, Sydney
AUSTRIA	Vienna
BELGIUM	Antwerp, Brussels
BRAZIL	Rio de Janeiro, Sao Paulo
CANADA	Montreal, Toronto, Vancouver
CHINA	Beijing, Shanghai
DENMARK	Copenhagen
FINLAND	Helsinki
FRANCE	Paris, Lyon
GERMANY	Berlin, Bonn
HONG KONG	Hong Kong
ISRAEL	Tel Aviv, Jerusalem
ITALY	Rome
NETHERLANDS	Amsterdam
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

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V.1 Deductions for meals included in registration fees and hotel charges:

If lunch and/or dinner are provided, half of Per diem is paid.

V.2 Stays in the same city longer than 30 days

Lodging allowance is multiplied by 0.6 to take into account cheaper rates of long term stays.

V.3 Relocation Allowance (Domestic&international)

	Railway Fare Boat fare Air fare	Per diem	Lodging Allowance	Relocation Allowance
Traveler	According to Classification			11 days of Per diem & Lodging Allowance
Spouse	Actual cost*	Equivalent to 2/3	Equivalent to 2/3	Equivalent to 2/3
12 yrs. old & older	Actual cost*	Equivalent to 2/3	Equivalent to 2/3	Equivalent to 2/3
11 yrs. old & younger	Actual cost*	Equivalent to 1/3	Equivalent to 1/3	Equivalent to 1/3

* Class for spouse & Children are equivalent to the traveler

*19.5

OIST will provide one round trip flight ticket from the residence to Okinawa for house hunting.

Per diem and Lodging Allowance will be provided but it will be deducted from your Relocation Allowance.

VI. Student travel

Before students start thesis research their travel must be approved by the Dean of the Graduate School.

After they start thesis research their travel must be approved by their Thesis Advisor.