

## Guidelines for Reimbursement of Travel Expenses

### 1. Items Covered by BDR

#### Airfare to Japan

The BDR will, in principle, reimburse the price of a discount economy class round trip fixed ticket for a reasonable route from the airport closest to your institute to Kansai International Airport. Use of Itami or Kobe Airport via Narita or Haneda Airport is permitted only if there are no direct flights to Kansai International Airport. Stopovers for personal matters are not permitted except for making necessary connections.

**Note: RIKEN cannot make full reimbursement of airfare if you stay before and/or after the symposium for your private reasons.**

#### Accommodation Fee

Maximum of up to 20,000 JPY (@5,000JPY/night) will be reimbursed to your bank account after the event.

### 2. Reimbursement Procedures

#### 1) Purchase the airline ticket

Purchase the ticket either from BDR-appointed travel agency below or on your own.

- I. If you choose to have the airline tickets arranged by BDR-appointed travel agency, please contact the travel agency directly and inform them that you have been introduced by RIKEN BDR. The airfare will be settled directly by the BDR. In case the airfare costs higher than the maximum amount to be provided to you, please pay the balance between the airfare and the financial support from BDR to the agency by credit card.

[BDR-appointed travel agency]  
To be informed

- II. If you choose to arrange the ticket by yourself, the BDR will reimburse you the actual expense up to the maximum amount determined by region after the event. Prior to purchasing the ticket, please send the itinerary indicating the fare obtained from your travel agency to the BDR administrative staff by email [bdr-sympo2019@ml.riken.jp] at least 1 month before the event. You can only purchase your ticket after receiving a confirmation from the BDR administrative staff.

#### 2) Submit necessary documents

Please submit the following documents for reimbursement by **Monday, April 1**;

\*If your airline ticket is arranged by the BDR-appointed travel agency, no documents are necessary.

- a) Document that indicates itinerary and actual payment (Original copy of a receipt).
- b) Boarding pass stub of both outward (original) and return (PDF) flights.

*Note that if the necessary documents have not been received by BDR administrative staff by **Monday, April 1**, reimbursements will not be made.*

<Address>  
BDR Meeting Office  
RIKEN Center for Biosystems Dynamics Research (BDR)  
2-2-3, Minatojima-minamimachi, Chuo-ku  
Kobe 650-0047, Japan

#### 3) Payments

Reimbursements will be made by bank transfer after the event. Please fill in and send the **Bank Transfer Information sheet** (To be provided upon confirmation of the itinerary by BDR administrative staff) via email.

### 4. Cancellation Policy

If no suitable reasons are provided to the BDR to cover the cost of flight cancellation, the cost must be borne by the relevant individual.