

**Regulation Concerning Travel Expenses for Personnel of the Public University Corporation, The University of Aizu**

(Regulation No. 49 April 1, 2006)

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**Chapter One General Provisions**

**Article One**

(Objective)

1.1 The objective of this REGULATION is to provide for necessary matters concerning the payment of travel expenses to the Chairperson of the Board of Executives, Vice Chairperson of the Board of Executives, Regents, Auditors and personnel of the Public University Corporation, The University of Aizu (hereinafter referred to as the “CORPORATION”) (hereinafter referred to as “UNIVERSITY PERSONNEL, ETC.”) and those other than UNIVERSITY PERSONNEL, ETC. for travel to fulfill business duties for the CORPORATION.

1.2 Other than those matters provided for in this REGULATION, The Fukushima Prefecture Ordinance on Travel Expenses (Fukushima Prefecture Ordinance No.24, 1953, for the purpose of this REGULATION, hereinafter referred to as the “ORDINANCE”), The Fukushima Prefecture Ruling on Handling of Travel Expenses (Fukushima Prefecture Ruling No 62, 1953, for the purpose of this REGULATION, hereinafter referred to as “FUKUSHIMA TRAVEL RULING”) and other established rules and notifications of Fukushima Prefecture shall apply.

**Article Two**

(Definitions)

2.1 Definitions of terminologies used here in this REGULATION are provided for as follows:

(1) Chairperson of the Board of Executives, etc.:

Chairperson of the Board of Executives and Vice Chairperson of the Board of Executives

(2) Individual Authorized to Issue Travel Orders:

The individual who has the authority to order, request or demand travel by UNIVERSITY PERSONNEL, ETC. and other individuals, namely the Chairperson of the Board of Executives or the delegate thereof

(3) Domestic Travel:

Travel in Honshu, Hokkaido, Shikoku and Kyushu as well as territories of islands belonging to the areas mentioned above (for the purpose of this REGULATION, hereinafter referred as “JAPAN”)

(4) Overseas Travel:

Travel between JAPAN and locations other than JAPAN (for the purpose of this REGULATION, hereinafter referred to as “OVERSEAS COUNTRIES”) as well as travel within OVERSEAS COUNTRIES.

(5) Official Business Travel:

Travel by the UNIVERSITY PERSONNEL, ETC. having to temporarily leave the work location (for those UNIVERSITY PERSONNEL, ETC. who do not have a permanent work location, it shall be their present addresses) for official

business purposes, or travel by those other than UNIVERSITY PERSONNEL, ETC. having to leave their present addresses for official business.

(6) Relocation:

Travel by newly-hired UNIVERSITY PERSONNEL, ETC. for the purposes of relocation from their present address or residence to their new work location, or travel by UNIVERSITY PERSONNEL, ETC. ordered with a transfer of post for the purposes of relocation from their present work location to their new work location.

(7) Travel Back to Permanent Residences:

Travel by bereaved families of UNIVERSITY PERSONNEL, ETC. to their permanent residences in the case UNIVERSITY PERSONNEL, ETC. have deceased during their employment period.

(8) Dependents:

For domestic travel, spouses of UNIVERSITY PERSONNEL, ETC. (including those who have equivalent status as being registered as having marital relationships with UNIVERSITY PERSONNEL, ETC. The same applies throughout this Article), children, parents, grandchildren, grandparents and siblings of UNIVERSITY PERSONNEL, ETC. who mainly depend on the income of the UNIVERSITY PERSONNEL, ETC. for their livelihood. For overseas travel, spouses and children of UNIVERSITY PERSONNEL, ETC. who are mainly dependent on the income of UNIVERSITY PERSONNEL, ETC. for their livelihood.

(9) Bereaved Family:

Spouses, children, parents, grandchildren, grandparents and siblings of the deceased UNIVERSITY PERSONNEL, ETC. as well as other relatives that had been living with the UNIVERSITY PERSONNEL, ETC. at the time of his/her death.

2.2 The name of the areas specified in this REGULATION are defined in the following way: In JAPAN, the areas covered by the municipalities (in areas where there are specially designated districts within counties, it shall be the entire specially designated district). OVERSEAS, the regions overseas that correspond to the previously described definition. However, for the regions within the boundaries of Fukushima Prefecture, the regions shall comply to demarcations as determined by the FUKUSHIMA TRAVEL RULING.

### **Article Three**

#### **(Payment of Travel Expenses)**

3.1 Travel expenses shall be paid for those UNIVERSITY PERSONNEL, ETC. or their bereaved families of UNIVERSITY PERSONNEL, ETC. that correspond to any of the following:

- (1) In case that UNIVERSITY PERSONNEL, ETC. travel for official business or relocate to a post assignment, travel expenses shall be paid to the UNIVERSITY PERSONNEL, ETC. concerned.
- (2) In cases that UNIVERSITY PERSONNEL ETC. resign/retire, are dismissed or take a leave of absence (for the purpose of this REGULATION, hereinafter referred as "RETIRE, ETC.") while on official business travel or during relocation to a post assignment in Japan, travel expenses shall be paid to the UNIVERSITY PERSONNEL, ETC. concerned.

- (3) In cases of death of UNIVERSITY PERSONNEL, ETC. while on official business travel or during relocation to a post assignment, traveling in Japan, travel expenses shall be paid to the bereaved family of the UNIVERSITY PERSONNEL, ETC. concerned.
- (4) In case of death of UNIVERSITY PERSONNEL, ETC., travel expenses shall be paid to the bereaved family, provided the family living in JAPAN leave their present address within three months counting from the day after the death of the UNIVERSITY PERSONNEL, ETC. concerned.
- (5) In case of that the UNIVERSITY PERSONNEL, ETC. RETIRE, ETC. while on official business travel or during relocation to a post assignment overseas, travel expenses shall be paid to the UNIVERSITY PERSONNEL, ETC. concerned.
- (6) In case of death of the UNIVERSITY PERSONNEL, ETC. while on official business travel or during relocation to a post assignment overseas, travel expenses shall be paid to the bereaved family of the UNIVERSITY PERSONNEL, ETC. concerned.

3.2 Travel expenses shall not be paid in cases that the UNIVERSITY PERSONNEL, ETC. RETIRE, ETC. according to the provision of Article 3, Paragraph 1 (2) or (5) if he/she should RETIRE, ETC. for reasons cited in Article 20, Paragraph 2 or Article 38, Paragraph 1 (all Items) of the Ruling Concerning Office Regulations for Personnel of the Public University Corporation, The University of Aizu (for the purpose of this REGULATION, hereinafter referred to as “PERSONNEL OFFICE REGULATIONS”), despite the provisions of Article 3, Paragraph 1, items (2) or (5) of this REGULATION.

3.3 Travel expenses shall be paid, as compensation to the expenses, to those who are not UNIVERSITY PERSONNEL, ETC., but travel consenting to the request of the CORPORATION to assist in executing business of the CORPORATION.

3.4 Travel expenses shall be paid when there is a necessity for the CORPORATION to defray expenses for travel, other than to the situations corresponding to the provisions of Article 3, Paragraph 1 and Paragraph 3. In these cases, the Chairperson of the Board of Executives shall determine the travel expenses based on the type of travel and the travel expenses required, unless there are special provisions in other regulations.

3.5 In case of those that are eligible (should the dependent family of the relevant individual be also qualified to receive travel expenses, the dependents concerned shall be included.) to receive travel expenses as provided for in Article 3, Paragraph 1, Paragraph 3 and Paragraph 4, either change (includes cancellation. The same shall apply throughout this Article) the travel orders or travel request (for the purpose of this REGULATION, hereinafter referred to as “TRAVEL ORDERS, ETC.) before departure or decease and have already spent money for the travel concerned, any part of the expenditures that would be a loss incurred by the individual and to which the provision in the FUKUSHIMA TRAVEL RULING apply, shall be paid as travel expenses.

3.6 In case of those that are eligible (should the dependent family of the relevant individual be also qualified to receive travel expenses, the dependents concerned shall be included.) to receive travel expenses according to the provisions of Article 3, Paragraph 1, Paragraph 3 and Paragraph 4, have lost part or all of the travel expenses received in rough estimation (in the case where no payment has been received in rough estimation, then the amount equivalent to what would have been paid in estimation) due to a traffic accident or natural disaster, can be paid the travel expenses within the amount lost and according to the provisions of the FUKUSHIMA TRAVEL RULING.

## **Article Four**

### **(TRAVEL ORDERS, ETC.)**

4.1 Travel described in the following items must be carried out according to the TRAVEL ORDERS, ETC. of the authority responsible for travel orders and in accordance with the classifications specified in the following items:

(1) Travel Orders:

Travel that corresponds to the provision of Article 3, Paragraph 1 (1)

(2) Travel Requests:

Travel that corresponds to the provision of Article 3, Paragraph 3

4.2 The authority responsible for travel orders can issue TRAVEL ORDERS, ETC. in the event that smooth operation of business cannot be carried out by telecommunication, telephone or post and furthermore, when travel expenses can be spent in accordance with the budget.

4.3 In cases where the necessity for change is recognized, the authority responsible for travel orders shall be able to change already issued TRAVEL ORDERS, ETC., and furthermore, when that change corresponds to the provision of Article 4, Paragraph 2 above, based on application by the authority responsible for travel orders himself/herself or application by the traveler, as provided by Article 5, Paragraph 1 or Paragraph 2 below.

4.4 The authority responsible for travel orders, when issuing TRAVEL ORDERS, ETC. or changing TRAVEL ORDERS, ETC., must fill in a travel order form or a travel request form (for the purpose of this REGULATION, hereinafter referred to as "TRAVEL ORDER FORMS, ETC.") for the corresponding travel and present it to the traveler concerned. However, in case that there is no time to present it to the traveler, TRAVEL ORDERS, ETC. may be issued or be changed verbally. In this case, the authority responsible for travel orders must complete TRAVEL ORDER FORMS, ETC. at the earliest opportunities and present them to the relevant travelers.

4.5 The contents and the format of the TRAVEL ORDER FORMS, ETC. shall conform to the provisions of the FUKUSHIMA TRAVEL RULING.

## **Article Five**

### **(Travel not Conforming to TRAVEL ORDERS, ETC.)**

5.1 Travelers must send in an application for change of TRAVEL ORDERS, ETC. to the authority responsible for travel orders in advance in case that it is not possible to travel in accordance with TRAVEL ORDERS, ETC. (includes the changed TRAVEL ORDERS, ETC. provided for in Article 4, Paragraph 3. The same applies throughout this Article) due to business necessity or natural disasters or other unavoidable circumstances.

5.2 In case that travelers do not have enough time to submit the application for change of TRAVEL ORDERS, ETC. as provided by Article 5, Paragraph 1, they must submit applications for change of TRAVEL ORDERS, ETC. to the authority responsible for travel orders at the earliest opportunity after returning from travel that was not in accordance with the TRAVEL ORDERS, ETC.

5.3 In case that travelers travel without conforming to TRAVEL ORDERS, ETC. or have not applied for changes to TRAVEL ORDERS, ETC. as provided by Article 5, Paragraph 2, or applications submitted have not been approved, the travelers concerned shall be able to receive payment of travel expenses limited to the extent of travel that conform to TRAVEL ORDERS, ETC.

## **Article Six**

### **(Types of Travel Expenses)**

6.1 Types of travel expenses are railway fares, boat fares, air fares, car fees, per diem allowances, accommodation allowances, meal allowances, relocation allowances, relocation and post-arrival allowances, relocation allowances for dependents, necessary travel preparation allowances, allowances for incidentals, and death benefits.

6.2 Railway fares shall be paid for passenger fares etc. according to the distance traveled by railway.

6.3 Sea fares shall be paid for passenger fares etc. according to the distance traveled by ship.

6.4 Air fares shall be paid for passenger fares for air travel.

6.5 Car fees shall be paid for distance traveled at a fixed rate per kilometer, or actual cost should there be a special provision in this REGULATION, for land travel (excluding railway travel. The same applies throughout this Article.)

6.6 A per diem allowance shall be paid based on a fixed rate per day for the duration of relevant travel.

6.7 An accommodation allowance shall be paid at a fixed rate per night accommodations are necessary for the duration of relevant travel.

6.8 A meal allowance shall be paid at a fixed rate per night depending on the number of nights necessary for sea and air travel.

6.9 A relocation allowance shall be paid to cover part of the cost of relocation from a current address or residence in order to take up a new post. The amount of said allowance shall be a flat rate based on the distance of the relocation.

6.10 A post-arrival allowance shall be paid to cover part of the cost of relocation from a current address or residence in order to take up a new post.

6.11 A relocation allowance for dependents shall be paid to cover part of the cost of relocating dependents.

6.12 Necessary travel preparation allowances shall be paid for official overseas business travel.

6.13 Allowances for incidentals shall be paid according to actual costs for official overseas business travel.

6.14 Death benefits shall be paid in cases that the provision of Article 3, Paragraph 1 (6) is applicable.

6.15 For domestic travel where the provision of Article 25 is applicable, travel expenses shall be paid by the day in place of travel expenses provided in Article 6, Paragraph 1.

## **Article Seven**

### **(Calculation of Travel Expenses)**

7.1 Travel expenses shall be calculated on travel made by the most economical regular routes and methods. However, in situations where the most economical regular routes or methods cannot be taken due to business necessity, natural disaster or other unavoidable circumstances, the calculation shall be done for the actual routes and methods taken, with the approval of the authority responsible for travel orders.

## **Article Eight**

### **(Days for Travel)**

8.1 The number of days for travel shall depend on the actual days required for relevant travel, except in cases that the provision of Article 8, Paragraph 3 is applicable.

However, apart from exclusion of travel days required for business necessity, natural disaster or other unavoidable circumstances, the number of days for travel cannot exceed the number of days equivalent to travel at an average of 400 kilometers per day.

8.2 However should there be a fraction of a day as a result of the calculation as provided for in Article 8, Paragraph 1, the fraction of a day shall be counted as a full day.

8.3 The days for travel where Article 3, Paragraph 1 (2)-(5) apply, shall be calculated based on Article 8, Paragraph 1 and the provision of Article 8, Paragraph 2 .

### **Article Nine**

#### **(Calculation of Distance Traveled)**

9.1 Calculation of domestic travel expenses shall be in accordance with distance traveled for the different types of travel as described in each of the following classifications below:

- (1) Railway travel: Distance shall be calculated in accordance with the provision of the FUKUSHIMA TRAVEL RULING
- (2) Sea travel: Distance shall be calculated in accordance with the distance table issued by the Maritime Safety Agency.
- (3) Land travel: Distance shall be calculated in accordance with the distance based upon the survey of relevant prefectures.

9.2 In case that the distance cannot be calculated or where it is difficult to calculate, as provided by Article 9, Paragraph 1, the calculation can be made in accordance with provisions in the FUKUSHIMA TRAVEL RULING, notwithstanding the provision of Article 9, Paragraph 1.

9.3 Calculation for overseas official business travel expenses shall be made based on the principles of the provisions of Article 9, Paragraph 1 and Article 9, Paragraph 2.

### **Article Ten**

#### **(Reduction of Per Diem Allowance for Travel within One Region)**

10.1 Per diem allowances and accommodation allowances for travelers who stay in the same region (regions are as defined by the regional classification in Article 2, Paragraph 2. The same shall apply throughout this Article) shall be paid at a reduced rate, based on the following calculation. One-tenth of the fixed rate shall be deducted for a stay of 30 days or more counting from one day after arrival in the relevant region, two-tenths of the fixed rate shall be deducted for a stay of 60 days or more, counting from one day after arrival in the relevant region.

### **Article Eleven**

#### **(Travel Expenses from Places of Residence)**

11.1 Travel expenses for travel directly between places of residence (for the purpose of this REGULATION, hereinafter referred to as "RESIDENCE, ETC.") and the target destination shall be paid in case that the traveler lives at the work location or in regions that are not the destination for official business travel.

### **Article Twelve**

#### **(Changes to the Fixed Rate of Per Diem Allowances and Accommodation Allowances)**

12.1 When the necessity to change the fixed rate for per diem allowances or accommodation allowances for a single day of travel (including the same allowances for relocation allowances for dependents. The same shall apply throughout this Article)

arises, the higher of either the per diem allowances or accommodation allowances shall be paid.

### **Article Thirteen**

(Sectional Calculation)

13.1 When the necessity arises to calculate railway fares, sea fares, air fares or car fees used for railway travel, sea travel, air travel or land travel (including the same allowances for relocation allowances for dependents) for travel that continues on into the following fiscal year, the travel expenses to the first destination and that of the latter part of the travel shall be calculated separately.

### **Article Fourteen**

(Travel Expenses for Non-UNIVERSITY PERSONNEL, ETC.)

14.1 Travel expenses paid in accordance with the provision of Article 3, Paragraph 3 shall be in accordance with the FUKUSHIMA TRAVEL RULING, except in cases where there are special provisions in a separate regulation.

## **Chapter Two Travel Expenses for Domestic Travel**

### **Article Fifteen**

(Railway Fares)

15.1 Railway fares shall be dictated by passenger fares (for the purpose of this REGULATION, hereinafter referred to as "FARE"), express fares, reserved seat fares and special train fares, as provided for in the following items:

- (1) Normal fares required for taking trains.
- (2) In cases for travel on railway lines that operate express trains that charge express train fares, express train fares (in cases for travel where the one-way distance is less than 100 kilometers for travel on railway lines that operate limited express trains, the railway fare shall be railway fares deducting reserved seat fare equivalents) will be added to railway fares provided for in Article 15, Paragraph 1 (1).
- (3) In case of travel on railway lines that operate passenger trains that charge reserved seat fares, railway fares shall include fares for reserved seats in addition to fares provided for in Article 15, Paragraph 1 (1) and Article 15, Paragraph 1 (2).
- (4) In case of travel by Chairperson of the Board of Executives, etc. on railway lines that operate limited express trains that charge limited express fares, railway fares shall include special express fares in addition to fares as provided for in Article 15, Paragraph 1 (1), express train fares as provided for in Article 15, Paragraph 1 (2) and reserved seat fares as provided for in Article 15, Paragraph 1 (3).

15.2 Express train fares as provided for in Article 15, Paragraph 1 (2) shall be paid as long as one of the following provisions apply;

- (1) Travel on railway lines that operate limited express trains (only on bullet train railway lines (including the new standard gauge bullet trains as provided for by the Additional Clause No. 6 of the Bullet Train Railway Development Law No. 71, 1970).

- (2) Travel on railway lines that operate limited express trains not cited in Paragraph 15.2 (1) or railway lines that operate ordinary express trains, and when one-way distances are longer than 50 kilometers.

15.3 Reserved seat charges as provided for in Paragraph 15. 1 (3) shall be paid only for travel on railway lines that operate ordinary express trains and when one-way distances are more than 50 kilometers.

## **Article Sixteen**

### **(Sea Fares)**

16.1 Sea fares are dictated by passenger fares (including barge and pier fees. For the purpose of this REGULATION, hereinafter referred to as “FARES” throughout this Article), berth fares and reserved seat fares as well as special berth fares, as provided in the following items:

- (1) The following FARES shall apply for travel on ships that have three (3) classes:
  - a. Upper class FARES for Chairperson of the Board of Executives, etc.
  - b. Middle class FARES for Regents, Auditors and University Personnel.
- (2) The following FARES shall apply for travel on ships that have two (2) classes:
  - a. Upper class FARES for Chairperson of the Board of Executives, etc.
  - b. Lower class FARES for Regents, Auditors and University Personnel
- (3) Passage fares for vessels that have no separate classes.
- (4) In cases that business necessity calls for paying additional berth fares, the actual berth fares paid shall be FARES, in addition to FARES as provided by Article 16, Paragraph 1(3).
- (5) In cases of travel on sea routes that operate vessels that charge reserved seat fares, reserved seat fares shall be FARES, in addition to FARES as provided by Article 16, Paragraph 1 (1), Article 16, Paragraph 1 (2), or Article 16, Paragraph 1 (3), and the berth fares as provided by Article 16, Paragraph 1 (4).
- (6) In cases of travel by Chairperson of the Board of Executives, etc. on sea routes that operate ships that correspond to the provision of Article 16, Paragraph 1 (3) and where special cabin fares are charged, the special cabin fares shall be sea fares, in addition to the FARES as provided for in Article 16, Paragraph 1 (3), berth fares as provided for in Article 16, Paragraph 1 (4), and the reserved seat fares as provided by Article 16, Paragraph 1 (5).

16.2 In cases of travel on ships that correspond to the provisions of Article 16, Paragraph 1 (1) and Article 16, Paragraph 1 (2) where there are more than two (2) different types of FARES within one (1) class, the highest FARES in each case shall be the FARES.

## **Article Seventeen**

### **(Air Fares)**

17.1 Airfare is dictated by the actual passenger fare paid.

## **Article Eighteen**

### **(Car Fees)**

18.1 Car fees shall be ¥50 per kilometer driven. However, car fees that correspond to any of the following shall be the amount specified in the following items:

- (1) Actual costs shall be paid in the case of travel where business necessity, natural disasters or other unavoidable circumstances make it impossible to travel within fixed car fees.

(2) ¥25 per kilometer shall be paid when traveling by car as provided in the FUKUSHIMA TRAVEL RULING (only within designated areas.)

18.2 Car fees shall be calculated for total distances traveled. However, when fees are to be calculated according to classifications provided by Article 13, total distances traveled shall be calculated according to classifications of car travel.

18.3 In cases that distances shorter than one kilometer in the total distance traveled calculated under the provision of Article 18, Paragraph 2, the fraction shall be rounded down.

### **Article Nineteen**

(Per Diem Allowances)

19.1 Per diem allowances are the fixed amounts as shown in Attachment 1. However, when UNIVERSITY PERSONNEL, ETC. (excluding UNIVERSITY PERSONNEL, ETC. who have no full time work place. The same shall apply throughout this Article) must travel due to business necessity, natural disasters or other unavoidable circumstances either departing early in the morning or late at night from the work place or from their present addresses, or arriving late night or early in the morning (for the purpose of this REGULATION, herein after referred to as “EARLY MORNING DEPARTURE, ETC.”) to their work place or present addresses, as provided in Attachment 2, additional fixed EARLY MORNING DEPARTURE, ETC allowances shall be paid according to the classifications of Attachment 2.

19.2 Per diem allowances shall not be paid for travel provided for in the following items. However, the fixed amount of EARLY MORNING DEPARTURE, ETC. allowances of Attachment 2 shall be paid in cases where EARLY MORNING DEPARTURE, ETC. is necessary due to business necessity, natural disasters or other unavoidable circumstances, notwithstanding the provision of Article 19, Paragraph 1.

- (1) Travel within Fukushima Prefecture (domestic travel within the boundary of the Prefecture. The same shall apply throughout this Article) of less than a distance of 100 kilometers.
- (2) Travel outside Fukushima Prefecture (domestic travel except for travel within the Prefecture. The same shall apply throughout this Article) that are within the boundaries of the region of the work place or RESIDENCE, ETC.

19.3 Notwithstanding Article 19, Paragraph 1, per diem allowances described in the following travels shall be the fixed amount provided for in the relevant items(when fractions arose for the amount less than 10yen, the fractions shall be rounded). However, in cases where EARLY MORNING DEPARTURE, ETC. is necessary due to business necessity, natural disasters or other unavoidable circumstances, the fixed amount of EARLY MORNING DEPARTURE, ETC. allowances shall be added to the sum of the relevant amount in accordance with the classifications in Attachment 2.

- (1) Travel over 100kilometers within Fukushima Prefecture One fourth of the fixed amount in accordance with the classifications in Attachment 1
- (2) Travel less than 100 kilometers outside Fukushima Prefecture (excluding that which corresponds to Article 19, Paragraph 2) One half of the fixed amount in accordance with the classifications in Attachment 1

### **Article Twenty**

(Accommodation Allowances)

20.1 Accommodation allowances shall be fixed rates as indicated in Attachment 1.

20.2 Accommodation allowances, while traveling by sea or air, shall only be paid for lodging on land in cases of business necessity, natural disasters or other unavoidable circumstances.

### **Article Twenty One**

#### **(Meal Allowances)**

21.1 Meal allowances shall be fixed rates as indicated in Attachment 1.

21.2 Meal allowances shall be paid only when meals must be paid for in addition to sea fares or air fares, or when meals must be paid for but not sea fares nor air fares.

### **Article Twenty Two**

#### **(Relocation Allowances)**

22.1 The amount of a relocation allowance shall be determined as follows:

- (1) In the event of relocation with dependents, the amount shall be the fixed rate based on the distance between the former work location and the new work location indicated in the Attachment 3. In the event, however, that the distance between the former and new residences is shorter than the distance between the former and new work locations, the distance between the former and new residences shall be utilized instead.
- (2) In the event of relocation without dependents, the amount shall be one half the amount provided for in the previous item.
- (3) The amount of a relocation allowance equivalent to that provided for in the previous item shall be paid in the event that dependents that do not initially relocate do so within one year from the day after the relocation is ordered even if they are not initially relocated. (In the event of one or more additional relocations before the relocation of dependents, the amount shall be the equivalent of the total amount that can be paid for each relocation in accordance with the previous item.)

22.2 In cases provided for in Article 22, Paragraph 2, Item 3, if the fixed amount of relocation allowances for dependents differs from that for UNIVERSITY PERSONNEL, ETC., the basis for calculating the amount of relocation allowances in Article 22, Paragraph 2 (3) shall be the fixed amount of the relocation allowances for dependents.

22.3 The Individual Authorized to Issue Travel Orders can extend the period provided by Article 22, Paragraph 1, Item 3 in cases of business necessity or in the case of natural disaster or other unavoidable circumstances.

### **Article Twenty Three**

#### **(Post-arrival Allowances)**

23.1 A post-arrival allowance shall be the amount equivalent to the total of two days fixed per diem amounts as indicated in Attachment 1 and equivalent to two nights of fixed accommodation allowances amounts.

23.2 In cases where renting a residence is necessary due to change of addresses individually (including renting rooms but excluding renting residences that are provided as official residences or other residences provided for in other regulations) the amount of a post-arrival allowance shall be the following. The monthly rent, etc. shall be taken into consideration and the amount as provided in the FUKUSHIMA TRAVEL RULING shall be added to the amount provided for in Article 23, Paragraph 1.

## **Article Twenty Four**

### **(Relocation Allowance for Dependents)**

24.1 The amount of a relocation allowance for dependents shall be determined as follows:

- (1) In cases that dependents travel together from the old work location to the new work location, the total amount shall be as in the following items, depending on the age of each dependent relocating, as of the day of issuance of orders to take up new post assignments. (Fractions of less than one yen (¥1) shall be rounded down.)
  - a. For family members who are twelve years of age or above, the amounts equivalent to UNIVERSITY PERSONNEL, ETC. shall be paid for railway fares, sea fares and car fees, as well as two-thirds of per diem allowances, accommodation allowances, meal allowances and relocation and post-arrival allowances (the amount of the relocation and post-arrival allowances shall be the amount provided for in Paragraph 1, Article 23. The same shall be applied to “c”).
  - b. The amount for family members who are six years of age or above and below twelve years of age, shall be one half of the amount provided by Article 24, Paragraph 1(1) a.
  - c. The amount for family members who are below six years of age shall be one-third of per diem allowances, accommodation allowances, meal allowances and post-arrival allowances for university personnel. However, when more than three members of the family below the age of six travel together, one half of the sum of railway fares and sea fares for University personnel shall be added for each member below the age of six.
- (2) Excepting those for whom Article 24, Paragraph 1 (1) are applicable, when family members correspond to situations in the provisions of Paragraph 22.1 (1) or Paragraph 22.1 (3), the amount of travel expenses for relocation of dependents shall be calculated for the distance of travel between the old address to the new address according to the provision of Article 24, Paragraph 1 (1). However, this amount cannot exceed the amount equivalent to the provision of Article 24, Paragraph 1 (1) ( the total amount equivalent to cases where new orders are issued while dependents have not relocated, as provided by Article 24, Paragraph 1).

24.2 In case that on the day of the issuance of the order to post assignment, there is an unborn child who is to be relocated, the provision of Article 24, Paragraph 1 (1) c. shall apply to the calculation of a relocation allowance, considering the unborn child as a dependent.

## **Article Twenty Five**

### **(Travel Expenses per Day)**

25.1 Travel expenses per day shall be paid at a fixed rate for official business travel for UNIVERSITY PERSONNEL, ETC. for whom it is necessary to travel regularly on official business, or for attendance at research meetings and workshops. The individuals, the amounts, conditions and methods of payment shall be determined by the Chairperson of the Board of Executives, the authority responsible for travel orders. However, amounts cannot exceed the travel expenses that are provided by Article 6, Paragraph 1.

## **Article Twenty Six**

(Travel Expenses within the Region of Work Locations)

26.1 For travel within the region of work locations, travel expenses shall be paid only in cases where the provisions of the following items apply:

- (1) Railway fares or sea fares or actual costs as provided for in Article 15 or Article 16 when using transportation due to business necessity, natural disasters or other unavoidable circumstances.
- (2) Car fees equivalent to ¥25 per kilometer when vehicles that are provided for in the FUKUSHIMA TRAVEL RULING are used for travel (only limited to within the designated areas for the relevant vehicles.)
- (3) Accommodation allowances, as indicated in Attachment 1, in cases where lodging is necessary due to business necessity, natural disasters or other unavoidable circumstances.
- (4) Relocation allowances provided for in Article 27, Paragraph 2 should the travel corresponds to the condition stated thereof.

(Traveling Expenses within the Area of RESIDENCE, ETC.)

26.2 For travel within the region of RESIDENCE, ETC., travel expenses shall be paid in accordance with the amount cited in the items of Article 26, Paragraph 1 (1) to (3), only when travel corresponds to the provisions thereof.

## **Article Twenty Seven**

(Traveling Expenses within One Region)

27.1 For travel within one region, except for travel provided for in Article 25 and Article 26, travel expenses shall not be paid except for per diem allowances and accommodation allowances. However, should travel correspond to any of the provisions in the following items, travel expenses shall be paid in accordance with the amounts described.

- (1) Railway fares, sea fares or car fees, in the case of where travel is made using means of public transportation due to business necessity, natural disasters or other unavoidable circumstances and when the actual cost of such travel exceeds one half of the amount of per diem allowances that are to be paid, shall be paid in equivalent to the amount in excess.
- (2) Relocation allowances, as provided by the FUKUSHIMA TRAVEL RULING, in cases where the UNIVERSITY PERSONNEL, ETC. have been ordered to a new post assignment are ordered to move into official residences or to vacate official residences and change their present addresses (including cases where the authority responsible for travel orders recognizes that this provision is applicable and makes a decision thereof after approval from the Chairman of the Board of Executives).

## **Article Twenty Eight**

(Travel Expenses for RETIREMENT, ETC.)

28.1 Travel expenses to be paid in accordance with Article 3, Paragraph 1 (2) shall be the travel expenses as provided for in the items below:

- (1) In cases that UNIVERSITY PERSONNEL, ETC. RETIRE, ETC. while on official business travel, travel expenses shall be equivalent to the provision of official business travel that applies to the relevant post before resignation. The calculation shall be based on the distance between the location of UNIVERSITY

PERSONNEL, ETC. on the official day of RETIREMENT, ETC. and the location of UNIVERSITY PERSONNEL, ETC. on the day when notification of RETIREMENT, ETC. was received or between the location of UNIVERSITY PERSONNEL, ETC. on the day the notification of RETIREMENT, ETC. was received and the former work location.

- (2) In case that the UNIVERSITY PERSONNEL, ETC. RETIRE, ETC. while on relocating to new post assignments, travel expenses shall be calculated based on the provision of Article 28, Paragraph 1 (1) following the example of new post assignments, and furthermore considering the new work location as the old work location.

### **Article Twenty Nine**

#### (Traveling Expenses of Bereaved Family)

29.1 Travel expenses paid according to the provisions of Article 3, Paragraph 1 (3) shall be dictated by the travel expenses as provided for in the following items:

- (1) Travel expenses in cases that UNIVERSITY PERSONNEL, ETC. decease during official business travel, shall be calculated based on the provisions of official business travel. The travel expenses thus calculated shall be the expenses for roundtrip travel, in the amount corresponding to the position of the relevant individuals held before death, between the former work location and the place of death.
- (2) Travel expenses in case of death of UNIVERSITY PERSONNEL, ETC. while traveling to new work locations shall be calculated based on the provisions of transfer to new posts. The travel expenses, thus calculated, shall be the amount equivalent to the position of the relevant individuals held before death, calculated on the distance from the location of death to the new work location.

29.2 Bereaved families shall receive travel expenses, as provided for in Article 29, Paragraph 1 in accordance with Article 2, Paragraph 1 (8). Should there be equal ranking members within the bereaved families, then the senior member shall have priority.

29.3 Travel expenses paid as provided for in Article 3, Paragraph 1 (4), shall be railway fares, sea fares, car fees and meal allowances calculated in accordance with the provision of Article 24, Paragraph 1 (1). In these cases, the phrase which reads “the day of issuance of orders to take up new post assignments” in Article 24, Paragraph 1 (1) shall be replaced with “the day the UNIVERSITY PERSONNEL, ETC. deceased.”

## **Chapter Three Overseas Travel Expenses**

### **Article Thirty**

#### (Overseas Travel Expenses)

30.1 Overseas travel expenses that are be paid to UNIVERSITY PERSONNEL, ETC. or to their bereaved families shall comply with the handling by the Government of Fukushima Prefecture, excluding what is provided for under Article 3, Paragraph 1 (1), Article 3, Paragraph 1 (5) and Article 3, Paragraph 1 (6) and the decision made by the authority responsible for travel orders upon receipt of approval from the Chairperson of the Board of Executives. However, this amount, based on the nature of travel, shall not exceed the amount that national public service personnel or their bereaved families of equivalent ranking receive.

## **Chapter Four Miscellaneous Provisions**

### **Article Thirty One**

(Adjustments to Travel Expenses)

31.1 In case that the amount of payment of travel expenses, to be paid according to the provisions of this REGULATION, is either unreasonably higher than the actual expenses incurred or necessitates payment of normally unnecessary travel expenses, the CORPORATION is not obligated to pay the amount that exceeds actual expenses incurred or the unnecessary travel expenses.

31.2 A separate rule shall apply for criteria for adjustment of travel expenses as provided by Article 31, Paragraph 1.

### **Article Thirty Two**

32.1 The authority responsible for travel orders can decide to pay travel allowances to the traveler that he/she deems decides, in cases where the provisions of this REGULATION are not appropriate for some reason, with the approval of the Chairman of the Board of Executives.

### **Article Thirty Three**

(Special Exceptions Regarding Travel Expenses)

33.1 In case that travel expenses, as provided for in this REGULATION, cannot be paid due to university personnel having reasons applicable to provisions of The Labor Basic Law (No 49, 1947) Article 15, Paragraph 3 or Article 64, or in the case where travel expenses that are to be paid under the provision of this REGULATION is below the amount provided for by the Labor Basic Law Article 15, Paragraph 3 or Article 64, the UNIVERSITY PERSONNEL, ETC. concerned shall receive travel expenses as provided for by the Basic Labor Law or the amount equivalent to the actual expenses incurred or the amount equivalent to the amount that is short of the amount provided for by the Basic Labor Law.

### **Article Thirty Four**

(Miscellaneous Provisions)

34.1 In addition to the provisions of this REGULATION, all necessary items concerning travel expenses for UNIVERSITY PERSONNEL, ETC. and non-UNIVERSITY PERSONNEL, ETC. shall be determined by the Chairman of the Board of Executives.

## **Additional Provisions**

Date of Enforcement

1. This REGULATION shall be enforced as of April 1, 2006.

Interim measures

2. This REGULATION shall apply to travel for which departures occur after the date of enforcement (hereinafter referred to as the "DATE OF ENFORCEMENT") or for travel for which departure dates occur before the DATE OF ENFORCEMENT and terminate

after the DATE OF ENFORCEMENT. Furthermore, this REGULATION shall apply for periods of travel terminating after the DATE OF ENFORCEMENT. Provisions of other ordinances and rulings shall apply to periods of travel that terminate before the DATE OF ENFORCEMENT.

Additional Provisions

1. This REGULATION shall be enforced as of April 1, 2010.
2. Revised REGULATION shall apply to travel for which departures occur after the date of enforcement (hereinafter referred to as the “DATE OF ENFORCEMENT”) or for travel for which departure dates occur before the DATE OF ENFORCEMENT and terminate after the DATE OF ENFORCEMENT. Furthermore, this REGULATION shall apply for periods of travel terminating after the DATE OF ENFORCEMENT. Provisions of other ordinances and rulings shall be in accordance with the previous regulation.

Additional Provisions

This REGULATION shall be enforced as of April 1, 2016.

Additional Provisions

This REGULATION shall be enforced as of February 1, 2020.

Attachment 1 (Related to Articles 19 -21, 23, 24 and 26-27)

Classification	Per Diem Allowances (per day)	Accommodation Allowances/night	Meal Allowances (per night)
<u>Chairperson of the Board of Executives, etc.</u>	¥3,300	¥14,900	¥3,300
<u>Regents, Auditors and University Personnel</u>	¥2,600	¥11,800	¥2,600

Attachment 2 (Related to Article 19)

EARLY MORNING DEPARTURE, ETC.	Fixed Amount of EARLY MORNING DEPARTURE, ETC. Allowances	
	<u>Chairperson of the Board of Executives, etc.</u>	<u>Regents, Auditors and University Personnel</u>

In cases of EARLY MORNING DEPARTURES, LATE NIGHT ARRIVALS, LATE NIGHT DEPARTURES or EARLY MORNING ARRIVALS	¥820	¥650
In cases where more than two situations of EARLY MORNING DEPARTURES, LATE NIGHT ARRIVALS, LATE NIGHT DEPARTURES or EARLY MORNING ARRIVALS	¥1,650	¥1,300

Remarks: Regarding payment of EARLY MORNING DEPARTURE, ETC. allowances for travel within one day, the limit of payment for a particular day of travel shall be 1,650yen for Chairperson of the Board of Executives, etc. and 1,300yen for Regents, Auditors and University Personnel.

Attachment 3 (related to Article 22)

Classification by distance	less than 50 km.	50 km. or more and less than 100 km.	100 km. or more and less than 300 km.	300 km. or more and less than 500 km.	500 km. or more and less than 1,000 km.	1,000 km or more and less than 1,500 km.	1,500 km. or more and less than 2,000 km.	more than 2,000 km.
Relocation Allowance	¥126,000	¥144,000	¥178,000	¥220,000	¥292,000	¥306,000	¥328,000	¥381,000