

# e-Trip Quick Start Guide [for Applicants for Research Trips] version 1.1

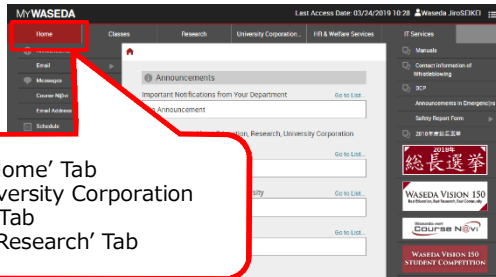
'e-Trip' enables you to apply for the trips and settle travel expenses by reporting.

Trips followed by 'Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities' are expected to apply/report on e-Trip such as trips for attending academic meetings, research trips/invitations, and trips for short distance. For students' trips for short distance, report and settle travel expenses with the conventional paper-based format, not on e-Trip.

For tablet users, disable pop-up block in the browser settings and display with for PC websites (For desktop websites) in advance.

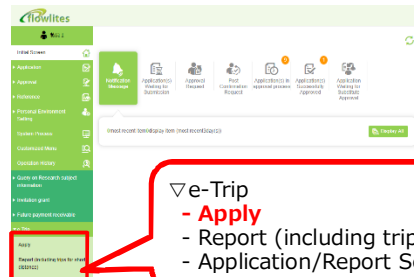
## Usage Guide

1. Login to MyWaseda, and select 'e-Trip' on the left menu under the 'Home' Tab.



For Faculty: 'Home' Tab  
For Staff: 'University Corporation Management' Tab  
For Student: 'Research' Tab

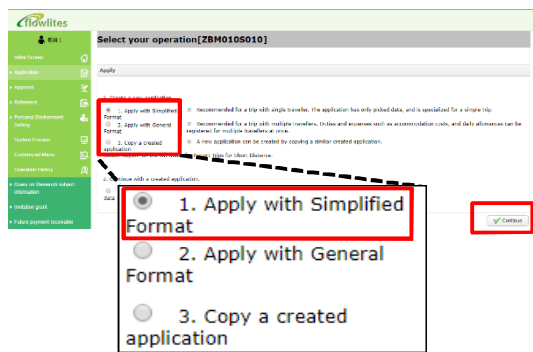
2. Select 'e-Trip' on the bottom left on the flowlites screen, and select 'Apply' on the expanded menu.



▽ e-Trip  
- Apply  
- Report (including trips for short distance)  
- Application/Report Search

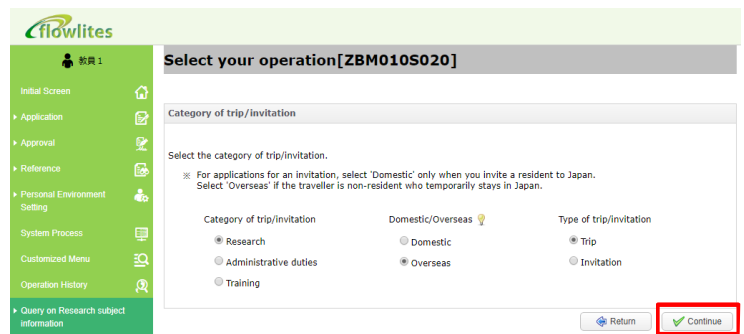
## Select a Type of Trip/Invitation

3. Select 'Apply with Simplified Format' on the 'Select your operation' screen and click 'Continue' button on the bottom right on the screen.



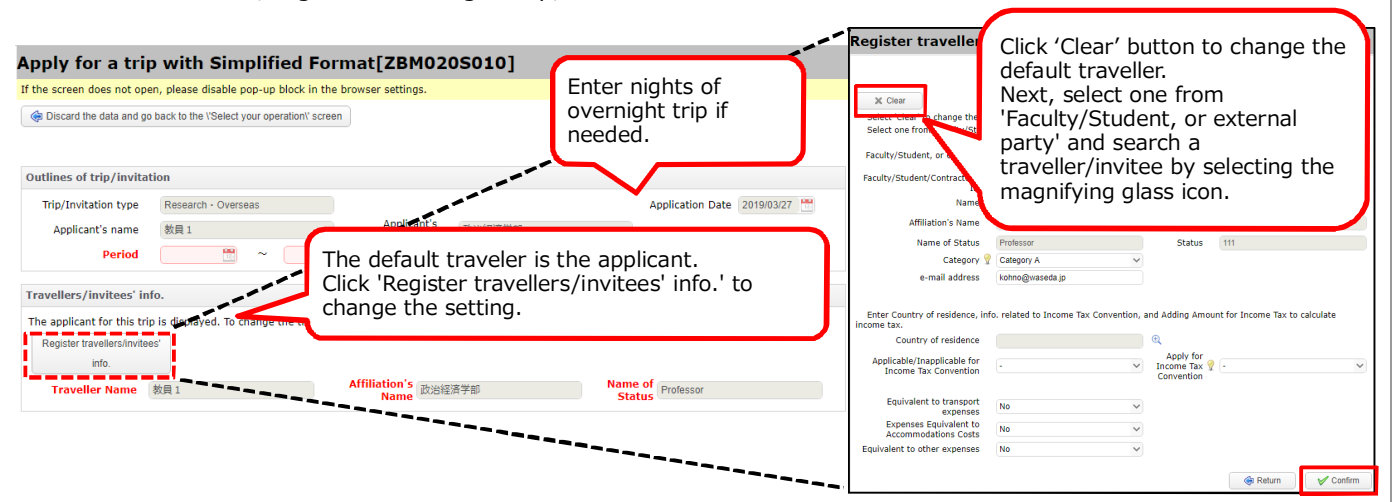
1. Apply with Simplified Format
2. Apply with General Format
3. Copy a created application

4. Also, select 'Category of trip/invitation', 'Domestic/Overseas' and 'Type of trip/invitation,' and click 'Continue' button on the bottom right on the screen.



## Enter Outlines and the Traveller/Invitee of the Trip/Invitation

5. Enter the Period, Nights of Overnight Trip, and Traveler/Invitee info.



## Enter Outlines of Duties

6. Enter Purpose, Institution's info. (its name, address, etc.), and Detailed Outlines of duties.

**Outlines of duties**

**Purpose**  
 Academic conference  
 Research trip  
 Others

**Institution's Address**  
 シンガポールシンガポール (Enter the prefecture and municipality for domestic locations of duties.)

**Institution's/ (Academic) conference's name**  
 シンガポール国立大学

**Location A/B**  
 Location A

**Status in the conference**  
 Board member  
 Research presentation  
 General participation

**Detailed Outlines of duties** (optional if the duty is for 'Academic conference')  
 \*Register details about the duties with how the duties relate to the research fund.  
 For conferences/meetings, enter the name and affiliation of the participants.  
 Also, if this trip has multiple duties, note it with its period and the info. mentioned above (Purpose, Institution's/(Academic) conference's name, Institution's address, and Status in the conference) in the following column

3/27 Meeting with XXX  
 3/28 Conference at National University of Singapore

**Select Purpose**

**Select Institution's name and its country/city on the sub-screen by selecting the magnifying glass icon for overseas trips.**

**Enter the detailed duties per day and its destination.**

**Search for Institution**  
 Search for destination/visiting institution[ZBS020S010]  
 Search criteria: Country Name in Japanese, Search Name in English, City Name in Japanese, City Name in English, City Name in Roman  
 Search result:  
 1. 992-1  
 2. 992-2  
 3. 992-3  
 4. 992-4

**Select the hyperlink (in blue) on the search result to confirm.**

**Search for Country/City**  
 Search for destination/visiting institution[ZBS020S010]  
 Search criteria: Country Name in Japanese, Search Name in English, Institution to visit in Japanese, Institution to visit in English  
 Search result:  
 1. 042001  
 2. 042002  
 3. 042003  
 4. 042004  
 5. 042005

**Select the hyperlink (in blue) on the search result to confirm.**

## Enter Accommodations' Costs /Daily Allowances/Other Expenses Info.

7. Enter Accommodations' Costs, Calculation Guidelines for daily allowances (Pay at the actual cost, the maximum allowable amount, or the specific amount within the allowable limit), and Other Expenses other than Transport expenses, Accommodations' costs, or Daily allowances if needed.

**Accommodation fee Info.**

Tick the following if accommodations' costs are NOT required.

Payment recipient: Each person registered

Location of accommodation: シンガポールシンガポール

**Calculation Guidelines for Travel Expenses**

Pay at the actual cost (The amount has to be within allowable limit, attached.)  
 Pay at the maximum allowable amount  
 Pay at the specific amount in units of 100 yen

In the case of that the trip has multiple accommodations places, or the Calculation Guidelines 'Pay at the actual cost, (The amount has to be within allowable limit, and its receipts needs to be attached.)' then enter its costs per night, and nights in the following.  
 Enter a rough estimate if the actual cost per night is not yet confirmed at applying.  
 When you use package tours or pay out-of-pocket, mention it and register transport expenses with 0 yen in the next screen.

**Daily Allowance Info.**

Tick the following if daily allowances (including the case when the route distance for a day trip).

Payment recipient: Each person registered

**Calculation Guidelines for Travel Expenses**

Pay at the maximum allowable amount  
 Pay at the specific amount in units of 100 yen

In the case of that different unit prices per day for daily allowances exist, or 'Pay at the specific amount within allowable limit' is selected, then enter its costs per day, and days in the following.

**Other Expenses**

Enter the following if you have other expenses (such as participation fees, Visa fees, etc.) other than transport expenses, accommodation costs, or daily allowances.

**Enter the details in the case of that 1) the trip has multiple accommodations places 2) the trip has the Calculation Guidelines of either 'Pay at the specific amount within allowable limit' or 'Pay at the actual cost,' or 3) you use package tours.**

**Enter the details in the case of that different unit prices per day for daily allowances exist, or 'Pay at the specific amount within allowable limit' is selected.**

**Enter the details if you have other expenses such as participation fees, Visa fees, etc.**

## Select Funds

8. Select Funds for settlement for travel expenses.

Select funds/division to approve the usage of funds

**1. Funds Selection (multiple funds can be selected.)**  
 Select 'Funds Selection' to search funds. (\*Only your funds which have reflected on Financial Management System will be displayed to search funds.)

**2. Details regarding to funds/Notes to approvers**  
 Enter the following info. to this column if needed.  
 \*Details regarding to funds if no fund is selected at 1. (Research Category)  
 \*Messages/Notes to the division to approve the

**Search for Fund[ZBS030S010]**

Search criteria: Fiscal Year: 2018, Division code, Project/ Research Project No, Project/ Research Project Name, Faculty No, Faculty name, Organization which provides subsidy

Search result:

| Fiscal Year | Division    | Project/ Research P. | Project/ Research Project |
|-------------|-------------|----------------------|---------------------------|
| 2018        | 政治経済学部 教員 1 | 014300002401         | IPSF - 本選 - 研究出版費01       |
| 2018        | 政治経済学部 教員 1 | BA0100000000         | 個人研究費                     |
| 2018        | 政治経済学部 教員 1 | BA0500000000         | 学会出版補助                    |
| 2018        | 政治経済学部 教員 1 | BA0600000000         | 海外学会出版補助                  |

**The funds which the applicant owns are displayed on the bottom on the screen. Filter the results by using Search Criteria if too many results are displayed. Select funds to use for travel expenses and click 'Select.'**

Enter 'Research Fund Owner's Name' if you use funds that you are not authorized to see.

Register messages to the office in charge to approve the usage of funds (E.g. using multiple funds to a receipt/invoice, etc.) or the details to specify the funds (E.g. other faculty's funds) if you don't select any fund.

**Make sure that the funds selected on 'Search for Fund' screen are displayed on this screen and select 'Confirm.'**

**Search[ZBX400S010]**

| Delete | Division    | Project/ Researc... | Project/ Research Project... | Abbrevi... | Researc... | Organization w... | Approver's name |
|--------|-------------|---------------------|------------------------------|------------|------------|-------------------|-----------------|
|        | 政治経済学部 教員 1 | BA0100000000        | 個人研究費                        | 個人研究費      |            | 政治経済学部経理処理グループ    |                 |

## Enter Overseas Trips Info.

9. Enter Emergency contact info, info. regarding to goods/technological info. to be brought or exported, Safety/Infectious disease risk of the country to visit, and Overseas Travel Insurance's info.

**Info. for overseas trips**

■Emergency contact info.  
Name  Telephone

■Questions about goods, including research equipment, reagents or experimental organisms, or technological info. to overseas institutions  
I have goods or technological info. to be brought or exported.  
 Yes  No **\*required**  
\*If yes, register the above and 'Requirement of any special permission' on the following General Format screen.

■Levels of the Safety/Infectious disease risk info. for the country/city to visit, and applying for 'Tabireg' for trips for less than 3 months  
The Safety/Infectious disease risk is nothing or level 1: Travel with caution, including no risk info. Also, I completed/will complete the application.  
 Yes  No **\*required**  
\*If no, register the level of Safety/Infectious disease risk on the following General Format screen. Also, provide a specific reason for the country/city with safety/infectious disease risk info. of level 2 or higher.

■I agree with the following statement regarding to applying for the Overseas Travel Insurance.  
 I agree with applying for the Overseas Travel Insurance, therewith it is agreed that Waseda University receives the Death Benefit

Regarding to Overseas Travel Insurance, Faculties and Staffs (excluding Students) are automatically applied for the insurance; however, the others are needed to apply individually.

## Enter Routes Info.

10. Enter routes info. for the trip/invitation.

### Register routes in this trip[ZBE030S020]

If the screen does not open, please disable pop-up block in the browser settings.

Discard the data and go back to the previous screen

Select Public Transportation.

Specify Departure Date. Departure Time is optional.

The routes are displayed in order of the actual journey, because of the time difference for overseas trips, however, continue your process since it does not affect the process.

Select Starting/Arrival Places. 'Apply for the Round Trip (the Departure/Return routes are the same)' is selected at first; therefore, unselect the check if the Departure/Return routes are different.

If you register routes by Ekispert, select 'Search for routes' after selecting Starting/Arrival Places.

## Check Registered Info. on the General Format Screen and Apply for Class Cancellation

11. Check if the registered Trip info. is correct on the General Format screen. Also, applying for class cancellation is available through the button on the top left on this screen. After checking if the registered info. is correct, select 'Submit Application.'

### Apply for a Trip[ZBT010S010]

If the screen does not open, please disable pop-up block in the browser settings.

Temporarily saved

Apply for Class Cancellation/Make-up-Class

Submit application

The 'Cancellation of a lecture system' screen on Course N@vi system will be displayed with the registered period for the trip. Apply for cancellation with the period.

This application is completed as

Application No. for trips

Applicant's name  教員 1

Applicant's Affiliation  政治経済学部

Period  2018/10/01 ~  2018/10/03  2 nights  3 days

休講日(期間)を選択し、「対象科目の表示」ボタンをクリックしてください。  
休講日 2019 / 02 / 18 ~ 2019 / 02 / 21  
休講理由 出張  
対象科目の表示  
確認 元に戻す  
全選択 全解除 \*休講したい科目を選択し、休講理由などを入力して「確認」ボタンをクリックしてください。

## Attach Files and Apply

12. When selecting 'Submit Application' button on the General Format screen, a confirmation screen will be displayed. On the confirmation screen, you are able to attach files for evidences which are needed to be submitted at applying (an estimate of or a bill for airfare, an itinerary featuring the flight number and boarding class, the program of/an invitation to the academic meeting or symposium, etc.) See 'Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities' to make sure the documents to be attached.

Attach all documents needed and select 'Apply.' Select 'OK' and then 'confirm' at the following two screens. Now, the application is completed.

Examples of documents to be submitted at applying:

- An estimate of or a bill for airfare
- An itinerary featuring the flight number and boarding class
- The program of/an invitation to the academic meeting or symposium, etc.

See 'Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities' for the details.

## Submit Paper-Based Evidences

13. An e-mail will be sent to the applicant when an application/report is submitted. If you have paper-based evidences, submit them with a hardcopy of the e-mail to the office. Alternatively, a hardcopy of the application/report form is also allowed.

Examples of documents to be submitted:

- The original documents of invoices and receipts
- Boarding pass stub

\*The documents are expected to be submitted as needed. See 'Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities' for the details.

Title: [出張/出張申請通知]申請/報告番号/[Notification for Trip/Invitation Application]Application/Report No. : 1800061000

※e-Trip (出張システム) から自動送信しています。  
\*This e-mail is sent automatically from "e-Trip."

下記の出張等の申請/報告を送信しました。  
The following application/report for trip is sent.

紙媒体で提出する資料がある場合は、必ず本メールを表紙として添付し、経費担当者に速やかに提出してください。  
(例) 紙媒体の原本がある場合 (請求書、領収書など)、添付ファイル機能を利用せず印刷して提出する場合  
Submit paper-based evidences with this e-mail as a front cover to the persons in charge of the funds immediately.  
E.g. submit when you have paper-based documents as the original (such as invoices and receipts), and you print out to submit evidences without attaching them on system.

■種類/Type :  
研究出張申請 (海外)

■申請/報告情報/Application/Report Info.  
申請/報告番号/Application/Report No. :  
1800061000  
申請者/報告者氏名/Applicants/Reporters Name :  
早稲田太郎 (0000151234)  
申請者/報告者所属/Applicants/Reporters Affiliation :  
xxxx 研究所  
申請/報告日/Applied/Reported Date :  
20190320

## Supervisor's Approval for Students' Research Trips

14. When students have trips for attending academic meetings/conducting research activities instructed by his/her supervisor, the student needs to specify 'Supervisor' and register info. to specify funds in messages regarding to funds to be set for expenses column at applying.

If you get an approval request on flowlites, select the application for the trip under 'Approval Request' and approve. At the time, select 'Edit' and select funds with referring to the messages entered by the student.

See '8. Select Funds' on this guide to see how to select funds.

flowlites

情報企業部/情報企業課 承認者

Initial Screen

Application

Approval

Reference

Personal Environment Setting

System Process

Customized Menu

出張申請書/Application Form for Trips

Submission Date 2019/03/26 Urgency Level

編集/Edit

出展種別

出展企業番号

校務・国内

情報企業課

6

Approval Request

## Operating Manual/Guidelines

15. For detailed system operations for e-Trip, see the Operating Manual. For rules for research trips, see 'Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities'

- e-Trip Operating Manual 【For Applicants for Research Trips/Invitations】

- e-Trip Quick Start Guide 【For Applicants for Research Trips】

Waseda Research Portal > '10. Rule/Procedure of Research Fund' on the left menu > 'e-Trip' on the right menu  
<https://waseda-research-portal.jp/how-to-use/e-trip/>

- Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities

The guidelines are in Research Funds Manual (booklet) as a reference material. Visit Waseda Research Portal to see the guidelines in a file.

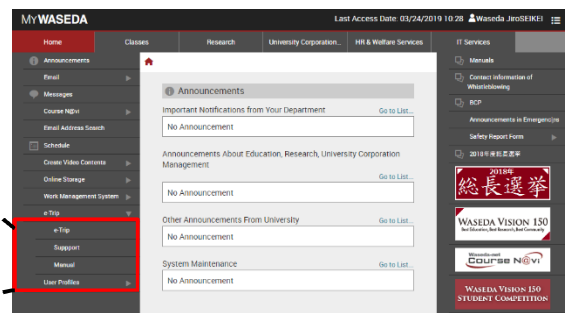
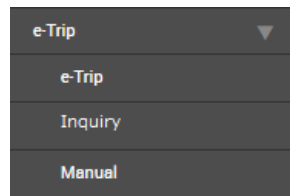
Waseda Research Portal > '10. Rule/Procedure of Research Fund' on the left menu >

'Research Funds Manual' on the right menu

<https://waseda-research-portal.jp/how-to-use/research-expenses-execution/>

## Inquiry

16. If you have any question while using e-Trip, send an inquiry under MyWaseda > 'Home' tab > 'e-Trip' menu > 'Inquiry'

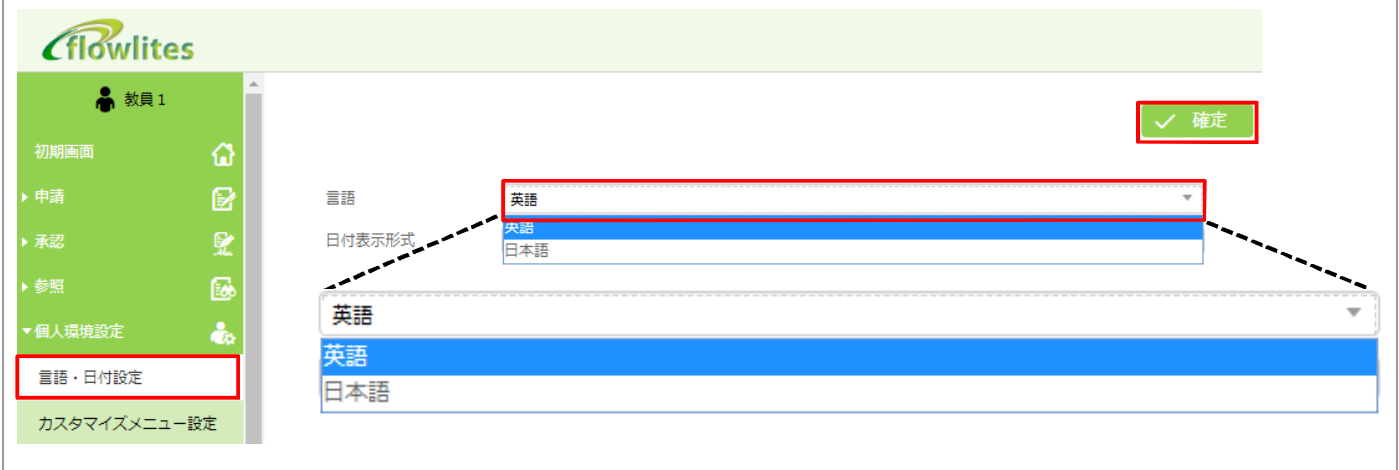


## System Downtime

17. e-Trip is unavailable from 4:00am to 8:00am every day for communication with other systems or creating backups. If any other system maintenance will occur, the downtime will be announced on MyWaseda in advance.

## Change Language Settings

18. On flowlites, Select '個人環境設定' on the left menu, and select '言語・日付設定' on the expanded menu. Choose '英語' on '言語' column and select '確定' button.



The screenshot shows the flowlites user interface. On the left, the '個人環境設定' (Personal Environment Settings) menu is expanded, and '言語・日付設定' (Language/Date Settings) is selected. The main content area shows the '言語' (Language) dropdown menu set to '英語' (English). Below it, the '日付表示形式' (Date Display Format) is set to '英語' (English). A '確定' (Confirm) button is highlighted with a red box and a green checkmark.