

e-Trip Operation Manual

[for Research Trip/Invitation, for Apply Users]

Version 1.0

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1. Overview of e-Trip

1-1. What you can do with e-Trip

With e-Trip (business trip system), you can apply for and report on research trips and invitations online. e-Trips' Apply/Approve functions use the workflow system *flowlites*.

You can make both multiple business trip applications in a single application and proxy applications (in the case where the applicant is not the business traveler).

Please note, however, that it is necessary to make a separate business trip report for each business traveler, and that it is not possible to report on multiple business trips in one report.

It is also possible both to submit for an application after the trip when it is unavoidably necessary (entry of reason is required); and to apply for a business trip for the next fiscal year during the current fiscal year.

You can use e-Trip for the following procedures that are required for trips.

- Cancellation/application procedure (in coordination with CourseN@vi)
- Application to participate in the university's designated overseas travel insurance (only for overseas business trips). Note also that students must complete procedures outside the system.
- Application procedure for security export control information (or overseas business trips only)

1-2. System user/User environment

How to access

Log in to MyWaseda, launch e-Trip from the menu below, and operate via a web browser.

The system is also available from off-campus networks.

Faculty: "Home" tab at the top of the page → "e-Trip" from the menu on the left

Staff: "University Corporation Management" tab at the top of the page → "e-Trip" from the menu on the left

Student: Top "Research" tab at the top of the page → "e-Trip" from the menu on the left

System user

The following users have been assigned a menu for using the system.

- Those who possess Waseda ID (such as faculty members including Professors Emeritus, researchers, staff members, related staff members, and students)

Those not included in the list above, such as outside students, alumni, retirees and part-time temporary workers, cannot use e-Trip. In the case where an off-campus person conducts a business trip for project business, or invites an off-campus person, e-Trip application must be made by a person eligible to do.

Application by Secretary User (for proxy applications)

Usually, proxy applications are permissible, but in the following cases, proxy application can be performed more smoothly by a Secretary User (registration required).

Examples;

1. A staff member (Secretary User) of a research lab applies for a trip on behalf of a faculty member (Represented Faculty).
2. Another faculty member (Secretary User) applies for a trip on behalf of a faculty member (Represented Faculty).

A Secretary User can access the budget information of the Represented Faculty, so it is possible to select the budget information in e-Trip during a proxy application.

The secretary user registration is done through the Affiliation Division. Please contact the Affiliation Division office for details.

System downtime and usage environment

The system is closed every day from 4:00 a.m. to 8:00 a.m. for inter-system data linkage and backup. If you want to stop the system at any other time, only stop it after confirming the MyWaseda down time. In addition, please note that after session startup, if there has been no screen transition for 30 minutes, the session will time out and the inputted contents will be discarded. If you want to stop the work, for reasons such as suspending work or taking up other work, please save your input temporarily.

The system usage environment is as follows.

Use from PC

OS: Windows 7, Windows 8, Windows 10

Browser: Internet Explorer 9-11, Google Chrome, Firefox

Use from smartphones and tablets

OS / browser: iOS 8 (Safari latest version of iPhone / iPad);

Android (Google Chrome latest version)

Notes on the use of tablet devices (for iOS): Set Safari pop-up blocking to off / cancel in advance. After opening the MyWASEDA login screen in Safari, select *Display Site for Desktop* before using.

1-3. Application for research trip/invitation and Report

When it is necessary to apply for or report on a research trip or invitation

All business trips conducted in accordance with the *Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities* such as academic meetings, research business trips (domestic and overseas), invitations, and short-distance business trips require an application and report (short-distance trips require reporting only).

(Reference) Excerpt from "Guidelines for Travel Expenses for Attending Academic Meetings and Conducting Research Activities"

<<General guide for both domestic and overseas trips>>

1. Applications for and reports of business trips

For disbursement of travel expenses for business trips, it is necessary to apply in advance to Waseda University via e-Trip. Please apply far in advance to obtain the approval of your department office. For overseas trips, even if no disbursement of travel expenses is needed, application to Waseda in advance via e-Trip is compulsory.

Also, the submission of business trip reports via e-Trip is essential for all trips applied for (including applications for expenses for inviting researchers). Disbursement will be done after the submission of the report and its approval, in principle.

Target of application and report through e-Trip

All matters related to the business trips described above must in principle be applied for and reported via e-Trip.

However, please apply and report in paper form for the following cases and exceptions which are not applicable for e-Trip system.

1. Cases not applicable for e-Trip system

Please report/settle the short distance business trip reports of students in paper format, not via e-Trip. You can obtain the short-distance business trip report style form (C-6) from:

<https://waseda-research-portal.jp/download/shuccho/>

2. Exceptions (where e-Trip registration is not possible due to system restrictions)

The following business trips cannot be registered due to system specifications, and should be applied for in paper form (as a business trip request); also, approval, travel expense calculations, and accounting processes should be completed outside the system. Paper forms (business trip request) can be obtained from the above-mentioned URL.

Examples:

1. When it is necessary to apply for a business trip before the arrival of a faculty member to the post (i.e. before the Waseda ID has been issued)
 2. When taking another business trip within an approved long business trip
- (Duplicate schedules cause system errors and thus cannot be registered in the system.)

Approval process for application for and reporting of a trip via e-Trip

The step-by-step process for approval of applications for and reporting of research trips/invitations and for completion of short distance business trip reports are described below.

Research trip application process

◆ Research business trip application process and roles

Steps	Entity in charge	Actions / system operation
1. Business trip application	Traveller or applicant	<p>Enter information required for travel approval and calculation of travel expenses</p> <p>→ Including trip summary (traveller, duties), route, accommodation, expenses information (payment recipient), budget information</p> <p>Overseas insurance application, existence of exported goods, registration of information related to travel to dangerous area (overseas travel only)</p> <p>※ You can apply for multiple people in one application. It is permissible to make proxy applications.</p>
2. Arrangement of tickets	WAS (Waseda University Academic Solutions)	<p>Arrange air tickets and hotel reservations and input the estimated cost. (When tickets are arranged by WAS, WAS will enter such information.)</p> <p>※ If the applicant is arranging the trip, this step is omitted because the applicant enters the details when applying for the trip.</p>
3. Approval by labor management section	Travellers' affiliation	<p>Approval of trip plan and business information of the traveller</p> <p>※ When simultaneous applications are made by faculty members belonging to multiple departments, approval will be circulated to all related departments.</p> <p>Finalization of budget information (only when it has not been decided in 1. Business trip application).</p>
4. Approval by crisis management section	International Office	<p>Approval of the risk involved in travel to a dangerous area</p> <p>※ Only in the case of business trips to overseas locations with travel risk level of 2 or more</p>
5. Approval of research expenses by management section	Budget management section	<p>Expenditure assessment / budget allocation for each expense</p> <p>Travel expense calculation</p> <p>Items including confirmation of data calculated by the system, documentation check and income tax calculation</p> <p>Approval of the application as a whole (to be approved at step 6 if there is approval of expenses not governed by regulations)</p>
6. Approval of expenses not governed by regulations	Dean of research promotion division or dean of other division in charge	<p>Approval of expenses not governed by regulations</p>

Research trip report process

♦ Research trip reporting process and roles

Steps	Entity in charge	Actions / system operation
1. Trip report	Traveller or applicant	Registration of information necessary for reporting and expenses settlement <ul style="list-style-type: none"> Report contents, business details, expense information added or changed at the time of reporting ※ One business trip must be reported for each traveller. Report can be submitted by either the applicant or the traveller.
2. Approval of research expenses by management section	Budget management section	Final check of expenses → Confirm that the travel report content matches the calculation of expenses at the time of application. Expenses calculation (only if added at reporting time) Approval of the application as a whole (to be approved at step 6 if there is approval of expenses not governed by regulations)
3. Approval of expenses not governed by regulations	Dean of research promotion division or dean of other division in charge	Approval of expenses not governed by regulations. (Only when there are expenses not governed by regulations at the time of report (although there was not at the time of application))
4. Approval of financial process by accounting section	Accounting section	Financial approval (automatic payment request made to financial system) <ul style="list-style-type: none"> ※ Make a final check that claims match documentation and give financial approval. A payment request document is created automatically in the financial system and payment is made.
Payment		

2

Short distance business trip report process

♦ Short distance business trip report process and roles

Steps	Entity in charge	Actions / system operation
1. Short distance business trip report	Traveller (Only the person traveling may apply.)	Input of trip purpose, route, budget information <ul style="list-style-type: none"> ※ A separate report must be made for each traveller. Only the person traveling may apply. However, Waseda affiliated members can apply on behalf of non-affiliated persons who cannot use the e-Trip system.
2. Approval of research expenses by management section	Budget management section	Content check Expenditure assessment / budget allocation for each expense Approval of short distance travel reports
4. Approval of financial process	Accounting section	Financial approval (automatic payment request made to financial system) <ul style="list-style-type: none"> ※ Make a final check that claims match documentation and give financial approval. A payment request document is created automatically in the financial system and payment is made.
Payment		

3

1-4. Rules governing research trips and invitations

Domestic and overseas research trips and Invitations are subject to the following rules.

"Rules on Travel Expenses" (旅費規程)

"Rules on Overseas Dispatch of Faculty and Staff" (教職員の海外派遣等に関する規程)

"Rules on Travel Expenses for Attending Academic Meetings and Conducting Research Activities" (学会及び研究出張に係る旅費等に関する規程)

In addition, the following operation and calculation criteria have been established for data that has been defined in detail based on the above-mentioned rules.

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

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

(See reference 4)

Please apply for research trips and invitations in advance, referring to the above-mentioned rules and operation and calculation criteria.

1-5. Contact

Please inquire at the relevant section (depending on the content of the case) about the following situations regarding business trips and training.

- Inquiry about the rules governing research trips and invitations, and allotted budget;
⇒ Affiliation office, or accounting section dealing with the budget
- Inquiry about the use of the system for cases other than the above;
⇒ Please submit an application form through MyWaseda.

Faculty: Upper "Home" tab → "e-Trip" → "inquiry" from the left side menu

Staff: Upper "corporate management" tab → "e-Trip" → "inquiry" from the left side menu

Student: Upper "Research" tab → "e-Trip" → "inquiry" from the left side menu

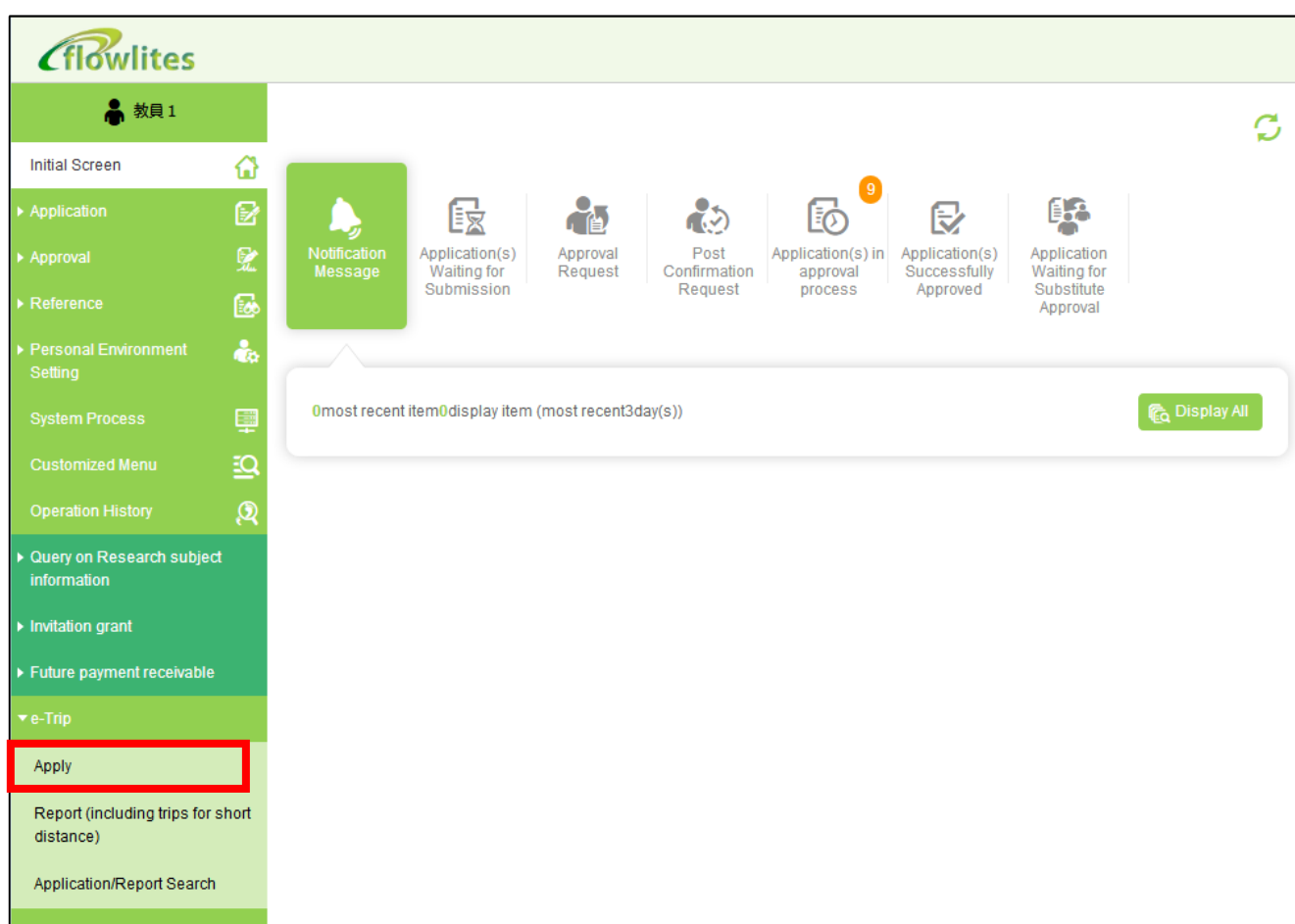
2. Initial screen operation [for both research trips and invitations]

e-Trip uses the *flowlites* document management system.

This section mainly explains operations on the initial *flowlites* screen.

2-1. Launch the application screen

When using the trip system, log in to MyWaseda and select e-Trip on the left menu. After startup, select *Apply* from the left menu under e-Trip. You will transition to a screen where you can select your desired operation.



Select your operation

Select one of the following Application modes, depending on the content of your application, and press the *Continue* button.

Select your operation[ZBM010S010]

Apply

1. Create a new application

☒ 1. Apply with Simplified Format

※ Recommended for a trip with single traveller. The application has only picked data, and is specialized for a simple trip.

☐ 2. Apply with General Format

※ Recommended for a trip with multiple travellers. Duties and expenses such as accommodation costs, and daily allowances can be registered for multiple travellers at once.

☐ 3. Copy a created application

※ A new application can be created by copying a similar created application.

Select 'Report' on the left menu for Report Trips for Short Distance.

2. Continue with a created application.

☒ 1. Apply with a declined/canceled/saved data

Continue

No.	Application mode	Use
1	Apply via Simplified Format	Where the application content is simple, as in the case of application for one business person.
2	Apply via General Format	When it is necessary to enter multiple business trips or other expenses.
3	Copy a created application	When applying with citation of past application content.
Four	Apply with a declined / canceled / saved data status	When applying from the status of declining/ cancellation / temporary storage.

If you selected 1. *Apply via Simplified Format* or 2. *Apply via General Format*, select the appropriate *Category of trip/invitation* and press the *Continue* button.

Select your operation[ZBM010S020]

Category of trip/invitation

Select the category of trip/invitation.

※ For applications for an invitation, select 'Domestic' only when you invite a resident to Japan.
Select 'Overseas' if the traveller is non-resident who temporarily stays in Japan.

Category of trip/invitation	Domestic/Overseas	Type of trip/invitation
<input checked="" type="radio"/> Research	<input checked="" type="radio"/> Domestic	<input checked="" type="radio"/> Trip
<input type="radio"/> Administrative duties	<input type="radio"/> Overseas	<input type="radio"/> Invitation
<input type="radio"/> Training		

[Return](#) [Continue](#)

No	Item	Input content
1	Trip/invitation type	Depending on the type of business trip/invitation, select from among research / school affairs / training.
2	Domestic/ Overseas Category	Select either domestic or overseas depending on the destination of the trip.
3	Trip / invitation category	Select either <i>Trip</i> or <i>Invitation</i> .

If you selected 3. *Copy a created application* or 4. *Apply from declined / canceled / saved data status*, select your application category from among the list of application reports.

Application/Report Search[ZBS070S020]

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

Copy a created application and create a new application.
Select the Application No. (blue hyperlink) to be copied.
*The applications listed include data you applied, and data you are registered as a traveller.

Search criteria

Search result

	Application	Period	Institution's/ (Academic) con...	Institution's ad...	
1	1900014000	2019/04/04~2019/04/04		あ	学会出張
2	1800016000	2019/03/26~2019/03/26			
3	1800042000	2019/03/22~2019/03/22			
4	1800033000	2019/03/22~2019/03/22	日本会計研究学会	大阪府大阪市	学会出張
5	1800013000	2019/03/19~2019/03/21		長野県長野市	研究出張, 研
6	1800012000	2019/03/04~2019/03/06		京都府京都市	研究出張
7	1800047000	2019/03/04~2019/03/04		シンガポールシン...	学会出張
8	1800029000	2019/03/01~2019/03/01	〇〇学会	北海道札幌市	学会出張
9	1800023000	2019/02/11~2019/02/14	シンガポール国立大学	シンガポールシン...	研究出張
10	1800020000	2019/02/04~2019/02/07	シンガポール国立大学	シンガポールシン...	学会出張, 研

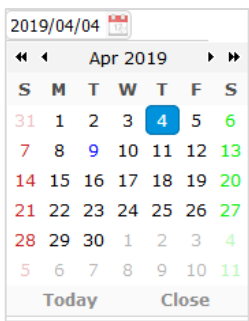


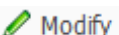


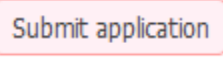
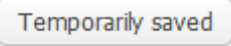


10 [page 1](#) of 2 [Items 1 to 10 are displayed, out of 15.](#)

[Return](#)

Click on the blue link to open the report in the input screen.

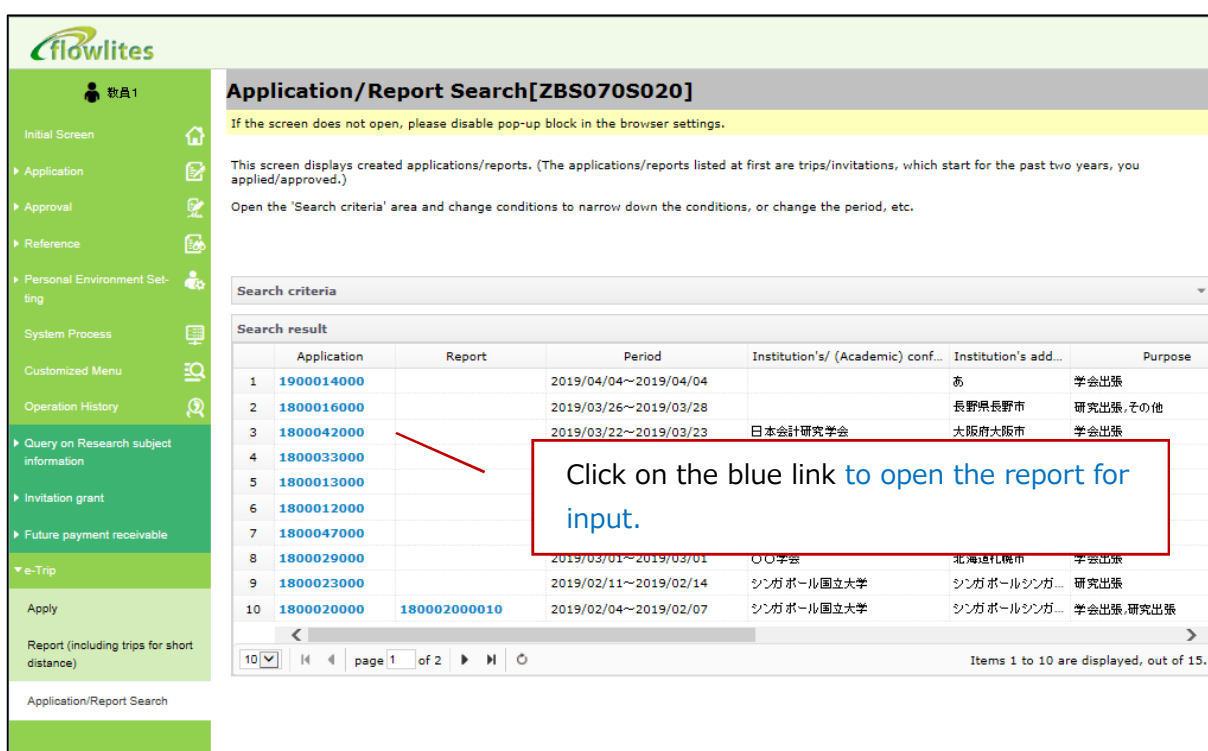
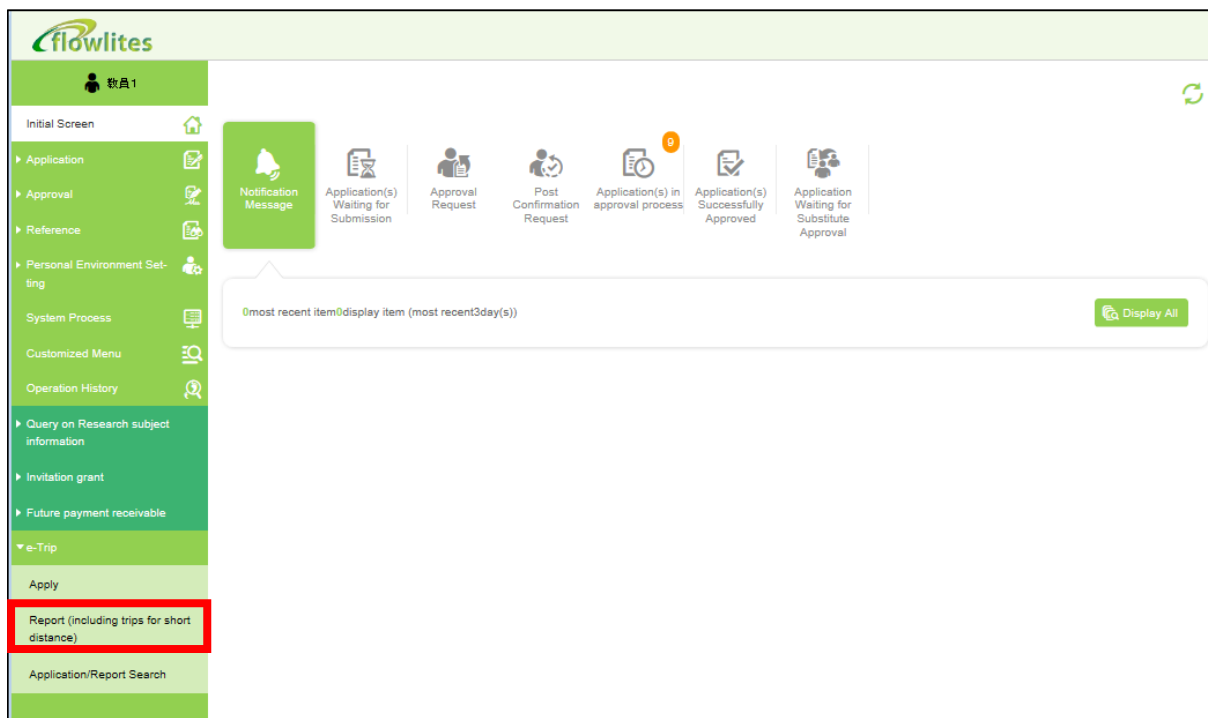
Operation button

The following table shows the trip system operation button and the action when pressing the button.

No	Manual operation button	Action when pressed
1		This button displays the calendar for designating days such as starting date of a trip. It is also possible to enter days directly as text.
2		This button is for displaying a search screen.
3		Press this button to enter additional items. When the button is pressed, the input screen opens.
4		Press this button to modify content already entered. Select the item and press the button to open the modify screen.
5		Press this button to delete content already entered. After selecting the item, press the button to delete the item.
6		Press this button (which will open a sub screen and reflect data on the screen for trip application) to confirm data after an item (such as traveller's information, duty or travel route) has been selected and entered.
7		This button is for submitting the application. If you press the button after entering the required items, it will transition to the screen to specify the approved route.
8		Temporarily saved button. Press this button to save the content and re-edit it later.
9		This is a hint icon. If you touch this button it will display a hint about entering items.
10		A button to enter the amount of expenses in foreign currency. It will set the amount of yen converted using the rate at the end of the month preceding the month of the date of receipt.

2-2. Application/Report Search

Select *Application/Report Search* from the left menu in e-Trip to display the search screen



2-3. Application for a Student's Research Trip and Supervisor Approval

If a student is going on a research trip, the approval of the supervisor is required.

Application for a Students' Research Trip

If you wish to apply for a research trip conducted by a student, please specify *Supervisor* and apply. For other operations, please refer to 3. *Apply via Simplified Format Screen* (Domestic/Overseas) and thereafter.

【Example: Student operation screen】

flowlites

Apply for a trip with Simplified Format[ZBM020S010]

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

Discard the data and go back to the 'Select your operation' screen

Outlines of trip/invitation

Trip/Invitation type: Research - Domestic Application Date: 2019/05/13

Applicant's name: [Redacted] Applicant's Affiliation: School of Political Science and Econ

Period: [Redacted] ~ [Redacted] 0 nights 0 days overnight trip 0 nights

Travellers/invitees' info.

Traveller Name: [Redacted] Affiliation's Name: School of Political Science and Econ Name of Status: 学生

Faculty/Staff No. of Supervisor: [Redacted] Supervisor Name: [Redacted]

Outlines of duties

Purpose: ☐ Academic conference ☐ Research trip ☐ Others

Institution's Address: [Redacted] (Enter the preferred address)

Institution's/ (Academic) conference's name: [Redacted]

Status in the conference: ☐ Board member ☐ Research presentation ☐ General participation

If you click the search button to the right of the *Faculty/Staff No. of Supervisor* section the *Search for Faculty/Student/External party* screen will be launched in a separate window.

Search for Faculty/Student/External party[ZBS010S010]

Search criteria

Faculty/Student/Contractor's ID
Name
Affiliation of Department
e-mail address
Faculty/Student/External party

The student applying selects the target supervisor after searching for the name of his / her supervisor.

Search result

	Faculty/Studen...	Name	Affiliatio...	Affiliation's N...	Facult...	Status	Name of Stat...	e-mail a
1	0000508203	教員 3	40100	政治経済学部	Faculty	113	Associate Pr...	

Faculty

Since students are not authorized to view financial information, for the entry under *Research Fund Owner's Name* shown below, it is necessary to input the name of the project supervisor, and also 2. *Details regarding funds/Notes to approvers* to specify items such as which budget will be used. Fill in the information required for application for a trip and submit.

flowlites

Apply for a trip with Simplified Format[ZBM020S010]

accommodation costs, or daily allowances.

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 select.)

"International academic conference subsidy" will be distributed individually at the first use.
 When there is no indication in the search result for funds, please write in the column of '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Funds Selection

Division to approve the usage of funds

Selected Funds

Enter the research representative's or co-investigator's name in 'Research Fund Owner's Name' column if you use funds that you are not authorized to see in Finance Management System.
 Enter details regarding to funds in '2. Details regarding to funds/Notes to approvers.'

Research Fund Owner's Name 教員 3

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. Funds Selection. (Info. to specify funds such as Project's name, Research Project's name and Research Category)
 ♦Messages/Notes to the division to approve the usage of funds. (E.g. using multiple funds to a receipt/invoice, and having subsidy from other organization)

Approval of Supervisor

The *Approval request* will be sent to the designated supervisor. It can be confirmed on the opening e-Trip screen that the notification has arrived.

[Example: Supervisor operation screen]

flowlites

教員 1

Initial Screen

Application

Approval

Reference

Personal Environment Setting

System Process

Customized Menu

Notification Message

Application(s) Waiting for Submission

Approval Request 1

Post Confirmation Request

Application(s) in approval process

Application(s) Successfully Approved

Application Waiting for Substitute

0most recent item0display item (most recent3day(s))

When the approval request has been received, the number of approval requests received will be displayed in the upper right corner of the "Approval Request" icon. In the case shown here, one request has been received.

flowlites

教員1

Initial Screen

Application

Approval

Reference

Personal Environment Setting

System Process

Customized Menu

Operation History

Query on Research subject information

Notification Message

Application(s) Waiting for Submission

Approval Request (1)

Post Confirmation Request

App...

If you choose this option, it will transition to the screen for confirmation and approval of application content.

1most recent item 1display item

Submission Date	Urgency Level	Applicant	Application Name	Main Item 1	Main Item 2	Main Item 3
2019/04/10			出張申請書/Application Form for Trips	1800144000紙の証憑: 無	2019/03/19 ~2019/03/19	John Doe

The supervisor who received the approval request via *flowlites* approves the business trip and presses the *Edit* button to select the budget according to the content described by the student.

flowlites

教員1

Initial Screen

Application

Approval

Reference

Personal Environment Setting

System Process

Customized Menu

出張申請書/Application Form for Trips

Approve Return Save

Submission Date: 2019/04/10 Urgency Level: Normal Applicant:

編集/Edit

出張種別

出張企画箇所

研究・国内

受入箇所コード

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 select.)

"International academic conference subsidy" will be distributed individually at the first use.
When there is no indication in the search result for funds, please write in the column of '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Funds Selection

Division to approve the usage of funds

Selected Funds

Select funds/division to approve the usage of funds[ZBX400S010]

Fund Info.

 Add  Delete

<input type="checkbox"/> Fiscal Yea...	Division	Project/ Researc...	Project/ Research Project_...	Abbrevi...	Researc...	Organization w...	Approver's name

 Return  Confirm

When the *Add* button is pressed, the allocated research budgets (selectable) are listed. Please check the relevant budget (according to the content applied for by the student) and press the *Select* button.

Search for Fund[ZBS030S010]

Faculty No

0000251710

Faculty name

教員 1

Organization which provides subsidy

Search

Clear

Search result

	<input type="checkbox"/>	Fiscal Yea...	Division	Project/ Research P...	Project/ Research Project_name
1	<input type="checkbox"/>	2019	政治経済学部 教員1	B1K500803101	他分担・東大・本直・研究出張002
2	<input checked="" type="checkbox"/>	2019	政治経済学部 教員1	BA0100000000	個人研究費
3	<input type="checkbox"/>	2019	政治経済学部 教員1	BA0500000000	学会出張補助
4	<input type="checkbox"/>	2019	政治経済学部 教員1	BA0600000000	海外学会出張補助

10

page 1 of 1

Items 1 to 4 are displayed, out of 4.

Return

Select

Faculty No	0000251710
------------	------------

Faculty name 教員 1

Organization which provides subsidy

 Search

 [Clear](#)

Search result

	<input type="checkbox"/>	Fiscal Year	Division	Project/ Research Project_name	Project/ Research Project_name
1	<input type="checkbox"/>	2019	政治経済学部 教員1	B1K500803101	他分担・東大・本直・研究出張 002
2	<input checked="" type="checkbox"/>	2019	政治経済学部 教員1	BA0100000000	個人研究費
3	<input type="checkbox"/>	2019	政治経済学部 教員1	BA0500000000	学会出張補助
4	<input type="checkbox"/>	2019	政治経済学部 教員1	BA0600000000	海外学会出張補助

page 1 of 1 Items 1 to 4 are displayed, out of 4.

[Return](#)

 Select

After you click on the *Select* button, if you click on the *Approval for a Trip* button at the top of the input screen, the screen will transition to the original trip application form.

Apply for a Trip[ZBT010S010]

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

Evidence Info. (Tick the following if applicable.)

☐ Any additional paper-based evidences
 *Submit paper-based evidences with an e-mail sent when this application is completed as a front cover to the persons in charge of the funds immediately.

Outlines of trip

When you return to the original trip application screen, to approve the business trip application, click on the *Approve* button on the upper right of the screen.

教員 1
 Initial Screen
 Application
 Approval
 Reference
 Personal Environment Setting
 System Process
 Customized Menu
 Operation History
 Query on Research subject information
 Invitation grant

出張申請書 / Application Form for Trips

Submission Date 2019/04/10 Urgency Level Normal Applicant

出張申請書 / Application Form for Trips

出張種別

出張種別	Research・Domestic		
出張企画箇所		受入箇所コード	K11

執行予算情報

予算情報	2019/K11F251710/政治経済学部 教員 1 / BA0100000000/個人研究費/個人研究費		
------	--------------------------------------------------------	--	--

3. Apply via Simplified Format Screen (Domestic/Overseas)

In e-Trip, system input will be integrated as much as possible with the conventional procedures used with various forms and application destinations. The contents entered will be the original data automatically linked to the financial system, and the essential data for application for overseas travel insurance. Please carefully review the precautions regarding data entry when you apply for a business trip.

3-1. Items to be entered in research trip application

The items to be entered in a research trip application are listed below. With some exceptions, it is possible to modify or add to the content during the approval process.

○Required △Required when payments are made ▲Required for overseas trips

No	Item	Input content	Required
1	Outlines of trip	Trip period, trip purpose, division planning the trip (Business Management Division)	○
2	Traveller's information	Search / select Traveller	○
3	Outlines of duties	Allocation of duties	○
4	Route information	Enter the traffic route from starting place to destination	△
5	Accommodation fee information	Enter information for nights of accommodation	△
6	Daily allowance information	Calculated daily allowance based on traveller's status and number of days, location of accommodation.	▲
7	Other expenses Information	Details of all other expenses	▲
8	Detailed requests for ticket arrangements via WAS	Via WAS arrangements: the information required for ticket arrangements	
9	Subsidy from other organization	If there is a subsidy from another institution: content and amount	
10	Calculation criteria for income Tax	Data for income tax calculation in cases where, e.g., a fee is paid to an off-campus person	
11	Funds/division to approve the usage of funds	Choose the budget to be utilized	△
12	Payment recipient information	Scheduled information such as payment payable date and invoice number for each payment recipient	△

13	Reason for expense above official regulations limit	Any cost exceeding the maximum amount specified in the regulations, a reason for that excess	△
14	Supplementary note	Enter Supplementary note	
15	Accompanying family/emergency contact	Information as to whether or not there is accompanying family; and emergency contact information	▲
16	Pledge	Attached overseas trip pledge	▲
17	Overseas travel insurance information	Overseas trip insurance application information	▲
18	Export security control information	Export information regarding cargo to be carried overseas	▲
19	Safety/infectious disease risk information	Information regarding danger and infectious disease risk in the visiting city, and reason for travel in the case of level 2 risk or higher	▲
20	Overseas Travel Registration ('Tabi-Reg)	Information as to whether or not you have registered at 'Tabi-Regi'	▲

3-2. Operations with the *Apply via Simplified Format* screen

The input of trip summary and expenses information on the *Simplified Format* screen is especially important for obtaining approval of a trip application and calculating the travel expenses. Items in red need to be completed.

The *Simplified Format* screen is suitable for business trips by one person involving visit to a single business venue (institution) during a trip, engagement in a single item of business, and daily allowances that do not extend across two locations.

※ In cases involving such aspects as multiple business venues or business venues straddling two locations, please input via the *Apply via General Format* screen.

Trip outline (required)

The *Outlines of trip/invitation* screen is shown below.

No.	Item	Input content	Input required
-----	------	---------------	----------------

1	Trip/Invitation type	Trip type is displayed. It will be set automatically based on the menu from which the input began. No input is required.	
2	Application Date	Application date (the day you entered) will be set automatically. No input is required.	
3	Applicant's name	The name of the person applying is automatically set. No input is required.	
4	Applicant's Affiliation	The name of the applicant's affiliated division name is set automatically. No input is required.	
5	Period	Select starting and end dates under period. The initial values for the number of days/nights are suggested based on the inputted period. (※ In the case of overseas trips, the period between the day of leaving your home and the day of return must be selected as trip period.)	○
6	Overnight trip	Enter the number of nights when you will be in transit by road or air during the business trip period. Include that number in the number of nights and days during the business trip period.	
7	Reason for delayed application	State the reason why the application was made after the trip. If there is no statement in this section in the case of application after a trip, an error will be indicated and you will not be able to apply. This section appears only in the case of late applications.	

Traveller information (required)

On the entry screen, these items of traveller's information will be set automatically: applicant's name, affiliation, status.

At least one traveller must be specified. If two or more people are travelling, you cannot register via the *Simplified Format* screen. Please apply via the *General Format* screen.

Travellers/invitees' info.

The applicant for this trip is displayed. To change the traveller, select the 'Register travellers/invitees' info.'

Register travellers/invitees' info.

Traveller Name 教員 1

Affiliation's Name 政治経済学部

Name of Status Professor

If you want to change the business traveller information, click on *Register travellers/invitees' info.* button to open the information input screen. Since the applicant is set initially, please clear the setting contents using the *Clear* button and then search for the relevant business traveller.

Register travellers/invitees' info.[ZBE010S010]

Select 'Clear' to change the traveller/invitee.
Select one from 'Faculty/Student, or external party' and search a traveller/invitee by selecting the magnifying glass icon.

Faculty/Student, or external party:

Faculty/Student/Contractor's ID:

Name:

Affiliation's Name: Affiliation Code:

Name of Status: Status:

Category:

e-mail address:

Enter Country of residence, info. related to Income Tax Convention, and Adding Amount for Income Tax to calculate income tax.

Country of residence:


Applicable/Inapplicable for Income Tax Convention: Apply for Income Tax Convention:

Equivalent to transport expenses:

Expenses Equivalent to Accommodations Costs:

No.	Item	Input content	Input required
1	Faculty/Student, or external party	Select on-campus or off-campus person for the traveller. Search for the traveller's position via <i>Faculty/Student/External party</i> below. Affiliated person: Faculty, staff, related staff (acquire the personnel information from personnel database). Non-affiliated person: Student, non-affiliated person (acquire the payment recipient information financial system)	
2	Faculty/Student/Contractor's ID	Retrieve results from the <i>Search for Faculty/Student/External party</i> screen. If you are affiliated with Waseda, you will get a Faculty/Staff No., and if you are a student or a non-affiliated person, you will get a contractor ID number.	
3	Name	Get the traveller's name by searching on the <i>Faculty/Student/External party</i> screen.	<input type="radio"/>
4	Affiliation's Name	Get the name of the traveler's affiliated division by searching the <i>Faculty/Student/External party</i> screen.	
5	Affiliation Code	Get the code of the traveller 's affiliated division code by searching the <i>Faculty/Student/External party</i> screen.	
6	Name of Status	Get the status of the traveller by searching the	

		<i>Faculty/Student/External party</i> screen.	
7	Status	Get the traveller 's status code by searching the <i>Faculty/Student/External party</i> screen.	
8	Category	Select a category based on the <i>Guidelines for travel expenses for attending academic meetings and conducting research activities</i> . Specify a category for calculation of daily allowance.	
9	e-mail address	Get the traveller 's e-mail address by searching the <i>Faculty/Student/External party</i> screen. If you cannot obtain the value, enter a functional e-mail address for the traveller. Approval notifications will be sent to this e-mail address regarding application for a trip and reporting.	○
If you would like to calculate your income tax, please enter the data listed below.			
10	Country of residence	Select the country of residence of the travelling person/invited person.	
11	Applicable/Inapplicable for Income Tax Convention	Select the operating/non-operating tax treaty for the country selected as the traveller's country of residence.	
12	Apply for Income Tax Convention	Select to indicate whether or not you will apply or have applied for exemption under a tax treaty.	
13	Equivalent to transport expenses	Select Yes if you include transport expenses in the income tax calculation.	
14	Expenses equivalent to accommodations costs	Select Yes if you include your daily allowance in the income tax calculation.	
15	Equivalent to other expenses	Select Yes if you include <i>Other expenses</i> in the income tax calculation.	

The entry screen and items on the *Faculty/Student /Contractor search* screen that opens when the *Faculty/Student/Contractor's ID*  button is clicked are listed in the chart below. In the case of a staff member holding a dual position, the information for the principal and additional position will be displayed in the search result. As a general rule, please select principal affiliation. When you click on the *Search* button, the value is set on the *Business traveler information input* screen.

Search for Faculty/Student/External party[ZBS010S010]

Search criteria

Faculty/Student/Contractor's ID

Name

Affiliation of Department

e-mail address

Faculty/Student/External party

Search result

	Faculty/Student...	Name	Affiliatio...	Affiliation's N...	Facult...	Status	Name of Stat...	e-mail .
1	0000251710	教員1	40100	政治経済学部	Faculty	111	Professor	

No	Item	Input content	Input required
1	Faculty/Student/Contractor's ID	Search Traveller using the following numbers for each status. Faculty, staff and related staff: Search by Faculty/Staff number Student, off-campus person: Search by contractor's ID number	
2	Name	Search for the traveller's name via prefix search.	
3	Affiliation of Department	Search traveller 's affiliated division via prefix search.	
4	Faculty/Student/External party	If the person is Waseda affiliated, faculty or staff member can be designated.	

Outlines of duties (required)

The input screen *Outlines of duties* and its items are as explained below.

Note: You will be required to enter the details of business in the destination city, but there is no need to enter here days for moving, such as departure date and return date, for either domestic or international travel.)

If you have multiple business tasks, please enter them in the free text section. As the inputted contents of the business information will be used in the assessment for your daily allowances, please enter business information for each day. However, if you are engaged in the same business in repeatedly in the same city, you can enter it for multiple days.

Outlines of duties

Purpose
☐ Academic conference
 ☐ Research trip
 ☐ Others

Institution's Address


 (Enter the prefecture and municipality for domestic locations of duties.)

Institution's/ (Academic) conference's name

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 funds.
 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.

No.	Item	Input content	Input required
1	Purpose	Enter the appropriate business content.	<input type="radio"/>
2	Institution's address	Enter the address (town/city) of the institution where the business will occur. For overseas trips, search and select the city name from the <i>Search for destination/visiting institution</i> screen.	<input type="radio"/>
3	Institution's/ (Academic) conference's name	Enter the name of the institution where the work will occur. For overseas trips, search for and select an institution from the <i>Search for destination/visiting institution</i> screen.	
4	Location A/B	Only displayed in the case of overseas trips. Values of Location A and Location B will be displayed automatically.	
5	Status in the conference	Select the traveller's status at the academic conference.	
6	Free text section	Describe the content of the business (optional if the duty is related to the academic conference).	<input type="radio"/>

Press the  button search and select the location and name of the traveler's institution. When the link in the *Institution Code of Search* result is pressed, values are set in the *Outlines of duties* field. If no search result is shown, please enter the text in the middle part of the dispatch destination search screen.

Search for destination/visiting institution[ZBS020S010]

Search criteria

Country Name in Japanese

Country Name in English

City Name in Japanese

City Name in English

If no search result is shown, enter the text.

Country Name

City Name

Search result

	Country Code +...	Country Name in Japanese	Country Name in Eng...	City Name in Japanese	
1	156-39	中国	China	北京市	Beiji
2	156-8	中国	China	北京	Beiji

Accommodation fee information

The entry screen is shown below and items of hotel nights expenses are explained thereafter.

Accommodation fee Info.

☐ Tick the following if accommodations' costs are NOT required.

Payment recipient

Location of Accommodation

Location A/B

Calculation Guidelines for Travel Expenses

In the case of that the trip have multiple accommodations places, or the Calculation Guidelines for Travel Expenses is either 'Pay at the specific amount within allowable limit' or '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.

No.	Item	Input content	Input required
1	Tick the following if accommodations' costs are NOT required.	In such cases as subsidy from other organization, if nights of lodging are not required, check this item.	
2	Payment recipient	Select <i>Payment recipient</i> for accommodation costs. For vendor payment, select <i>Other</i> and search for <i>Payment recipient</i> on the <i>Register details of payment recipient</i> screen. Per traveller/invitee	

		<p>WAS</p> <p>Waseda University Co-op</p> <p>Dummy (Account not registered)</p> <p>Other</p> <p>Name of person applied for</p> <p>Note: Select <i>Dummy (Account not registered)</i> for the payment recipient for the case of a traveller who does not have a registered account and for the case of an invited person.</p>	
3	Location of Accommodation	<p>Enter the location of the accommodation. <i>Institution's Address</i> will be automatically set in <i>Outlines of duties</i>. In case of overseas trips, search the city and obtain the values of Location A or Location B based on the information for the selected city.</p>	
4	Location A / B	<p>Select Location A or Location B from <i>Location of Accommodation/Duties</i>. If the value cannot be obtained, Location B is displayed.</p>	
5	Calculation method	<p>Select calculation method:</p> <p>Actual expenses (within the specified upper limit: a receipt attached) or</p> <p>Regulatory limit (The amount is set separately in multiples of 100 yen within the specified range.)</p>	○
6	Free text section	<p>In the case where there are multiple destinations for lodging, or in the cases where the amount is either set separately in multiples of 100 yen within the specified range; or set as actual expenses (within the specified upper limit, with a receipt attached), enter the cost per night and the number of days for disbursement below. If you do not know the cost per night when applying, enter an approximate amount. If you purchased or made advanced payment for a package including transport expenses, indicate as such and register <i>Transport expenses</i> as 0 yen on the next screen.</p>	

Daily Allowance Information

The entry screen for daily allowance information is shown below, and the detailed item input information follows.

Daily Allowance Info.

☐ Tick the following if daily allowances (including the case when the route distance for a day trip does not exceed 300 km for round trip) are NOT required.

Payment recipient Each person registered

Calculation Guidelines for Travel Expenses

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.

No.	Item	Input content	Input required
1	Tick the following if daily allowances (including the case when the route distance for a day trip does not exceed 300 km for round trip.	Tick the box if the case corresponds to the conditions on the left.	
2	Payment recipient	Select a payment recipient of daily allowance. For vendor payment, select <i>Other</i> and search for <i>Payment recipient</i> on the <i>Register details of payment recipient</i> screen. Per traveller/invitee Dummy (Account not registered) Other Note: Select <i>Dummy (Account not registered)</i> for the payment recipient for the case of a traveler who does not have a registered account and for the case of an invited person.	
3	Calculation method	Select the calculation method. Regulatory limit Actual expenses (within the specified upper limit, receipt attached) or the amount is set separately in multiples of 100 yen within the specified range.	○
4	Free text section	In the case where the amount of daily allowance is different depending on the day, or in the cases of "the amount is set separately within the specified range," enter the amount for each day and the number of days for disbursement below.	

Other Expenses

If you have any expenses other than transport expenses, accommodation costs and daily allowances (e.g. participation fee, visa application fee), please enter them in the free text section.

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.

Budget Implementation and Research Funds Management Divisions

If the applicant can select budget as a source of financing, click on 1. *Funds Selection* (multiple choices can be selected) and select the budget. If you are unable to select the budget used, please enter detailed information about it (e.g., project name, research project name and research category) in *Research Fund Owner's Name* and in the free text section.

• If you can select a budget

Apply for a trip with Simplified Format[ZBM020S010]
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 are displayed")
"International academic conference subsidy" will be displayed when there is no indication in the search result for funds to use "International academic conference subsidy".
Funds Selection
Division to approve the usage of funds
Selected Funds
Enter the research representative's or co-investigator's Finance Management System.
Enter details regarding to funds in '2. Details regarding to funds/Notes to approvers'
Research Fund Owner's Name
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 usage of funds

Search for Fund[ZBS030S010]
Faculty No 0000251710
Faculty name 教員1
Organization which provides subsidy
Search Search Clear
Search result

	<input type="checkbox"/> Fiscal Year	Division	Project/ Research P...	Project/ Research Project_name
1	<input type="checkbox"/>	2019 政治経済学部 教員1	B1K500803101	他分組・東大・本直・研究出張002
2	<input checked="" type="checkbox"/>	2019 政治経済学部 教員1	BA0100000000	個人研究費
3	<input type="checkbox"/>	2019 政治経済学部 教員1	BA0500000000	学会出張補助
4	<input type="checkbox"/>	2019 政治経済学部 教員1	BA0600000000	海外学会出張補助

10 page 1 of 1 Items 1 to 4 are displayed, out of 4.

Return Select

Select a budget for financial source and then click on the [Select](#) button.

Select funds/division to approve the usage of funds[ZBX400S010]

Fund Info.

<input type="checkbox"/>	Fiscal Year...	Division	Project/ Research...	Project/ Research Project_...	Abbrevi...	Research...	Organization w...	Approver's name
<input type="checkbox"/>	2019	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

Confirm the budget information and
click on the *Confirm* button below

• If you are unable to select a budget

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 select.)

"International academic conference subsidy" will be distributed individually at the first use.
When there is no indication in the search result for funds, please write in the column of '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Division to approve the usage of funds

Selected Funds

Enter the research representative's or co-investigator's name in the column of '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Enter details regarding to funds in '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Research Fund Owner's Name

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. Funds Selection. (Info. to specify funds such as Project's name, Research Project's name and Research Category)
- ◆Messages/Notes to the division to approve the usage of funds. (E.g. using multiple funds to a receipt/invoice, and having subsidy from other organization)

Daily Allowance ...

not authorized to see in

Information for overseas trips (required for overseas trips)

The items that must be provided in applications for travel abroad are described below.

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 'Tabireg.'
☐ 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 making a trip to a 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.

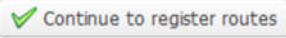
Persons eligible for this insurance is listed under 'the website about the Overseas Travel Insurance.'
 Applying for the insurance for the Additional Option Types or for dependents cannot be completed on this system.
 If needed, submit 'Overseas Travel Insurance Application Form (Consent Document for Death Benefit Recipient Specification)' to Campus Insurance Center.
 the website about the Overseas Travel Insurance: <http://web.waseda.jp/welfare/fukurikousei/ryokousyougai.html>

☐ Apply for the Additional Option
☐ Apply for insurance for dependents

No.	Item	Input content	Input required
1	Emergency contact Name	Enter the name of the emergency contact person who can be contacted in Japan in case of emergency during a business trip abroad.	<input type="radio"/>
2	Emergency contact Telephone	Enter the emergency contact person's phone number. Note: In the case of a staff member, enter the office outside line number (number that can be called even outside of daytime business hours).	<input type="radio"/>
3	Export goods or technological information to overseas institutions	Enter export goods carried overseas (including items to be sent) such as research equipment, reagents and experimental organisms, and any technological information to be provided overseas. If you select Yes, a notification will be sent to the Research Collaboration & Promotion Center.	<input type="radio"/>
4	Levels of the Safety/Infectious disease risk information and applying for 'Tabireg'	Enter the level of the safety information and infectious disease risk information of the country/city you are going to visit, and indicate whether or not you have registered for Overseas Travel Registration ('Tabi-Regi) if the travel	<input type="radio"/>

		period is less than 3 months. In the case of safety/infectious disease risk of level 2 or higher, you need to state the reason of traveling and acquire the approval of the Division in Charge of Safety Management for Overseas Trips (International Office). Also, it is not permissible to apply for the business trip unless you have completed Overseas Travel Registration ('Tabi-Regi).	
5	Application for the Overseas Travel Insurance	Overseas travel insurance will be arranged automatically based on the content inputted into the system. However, e-Trip system automatically only arranges basic type insurance. If you wish to add options or include family members, you will need to submit separate paper documents.	

Route information

Enter the required information via the Simplified Format screen, and click on  to transition to the *Register routes in this trip* screen.

The entry screen and items of travel route information are described below. If you used WAS to arrange overseas school business trips/training trips, it is not necessary to enter the route which was arranged by WAS.

As for overseas school business or training trips, please do not input travel routes for the following expenses at the time of business trip application, since the following expenses will be covered by miscellaneous expenses (20,000 yen):

- (1) transportation expenses for travel between home and airport in Japan;
- (2) transportation expenses for travel between airport and accommodation facilities at business destination, and transportation expenses for business venue (e.g., bus, train, taxi); and
- (3) other small expenses.

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

Continue without entering any route

Set [Route Entry in progress] and continue

[Route Entry in progress]

*The registered routes are displayed in order of its Departure Date.
The routes may be displayed not in order of the actual journey because of the time difference for overseas trips, however, continue your process since it does not affect the following process.

Public Transportation

Departure Date

2019/04/15

Departure Time

Payment recipient

Each person registered

☒ Apply for the Round Trip
(The Departure/Return routes can be registered at once if the routes are the same.)

Amount of Expenses

0

Foreign Currency

Display Starting/Arrival Place's History

Starting Place

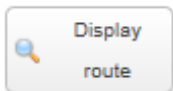
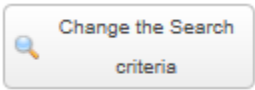
Arrival Place

Transit Point

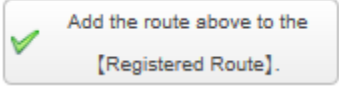
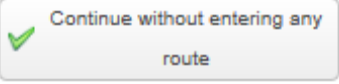
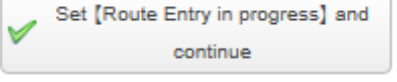
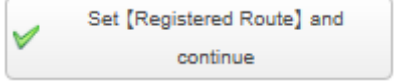
Remarks
(Flight No./Route Info.,etc.)

Add the route above to the [Registered Route].

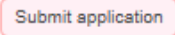
No.	Item	Input content	Input required
1	Public Transportation	Select <i>Public Transportation</i> from among the choices below. Select <i>Use Ekispart</i> to perform <i>Ekispart</i> Search. <i>Ekispart</i> will calculate the fare for travel excluding the route covered by commutation pass(s). Register the route for travel by train/bus using <i>Ekispart</i> . Note: Register routes for travel by air Register a route for travel by taxi/charter car/car rental Register routes for travel by transportation other means than the above.	<input type="radio"/>
2	Departure Date and Departure Time	Enter departure date and time for the outbound route. Enter the time as a 4-digit number (no entry is also possible). Only departure date and time are required. Arrival date and time are only displayed in the case of air travel.	<input type="radio"/>
3	Apply for the Round Trip	Select this when registering round trip travel.	
4		If you click on this button, the starting places and arrival places that you entered in	

		previous applications will be displayed.	
5	Starting Place	Enter the starting point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	<input type="radio"/>
6	Arrival Place	Enter the end point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	<input type="radio"/>
7	Transit Point	Enter the transit point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	
8	Application Use of Student Discount	If you checked <i>Use of Student Discount</i> , <i>Ekispert</i> search will retrieve a student discount fare. (This may not be used for trips for administrative duties or training.)	
9		This search button accesses <i>Ekispert</i> Search when <i>Use Ekispert</i> is selected under Public Transportation. Enter departure date and time, starting place, and arrival place, and click on this button to transition to the <i>Ekispert</i> search screen. Click on this <i>Display route</i> button after <i>Ekispert</i> Search is completed and the searched route will be displayed. Note: In the case of <i>Ekispert</i> search for Shinkansen routes, the designated seat charge is displayed initially.	
10		Click on this button to access and modify <i>Ekispert</i> search criteria (starting place, arrival place, public transportation).	<input type="radio"/>
11	Payment recipient	Select <i>Payment recipient of transport expenses</i> . Select the recipient for each item. If there is more than one traveler using the same route, select <i>Per Traveller/Invitee</i> so that every traveler is paid the same amount. In the case of paying to a vendor select <i>Others</i> and search <i>Payment recipient</i> in the <i>Register details of payment recipient</i> screen. Traveller 's name	

		Per Traveller/Invitee WAS Waseda University Co-op Other Name of person applying	
12	Register details of payment recipient	Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i> . Contractors can be searched from three categories of vendors, dummies and Division.	
13	Amount of expenses	Enter amount of expenses. If you check <i>Apply for the Round Trip</i> , be sure to enter the round trip cost. It is not necessary to enter this if WAS arranged the trip.	
14	Remarks (Flight No./Route Info., etc.)	Enter flight number and route information. If <i>Ekispt</i> is selected, the route name is obtained from the <i>Ekispt</i> search results.	
15	Reason for using higher class	Enter the reason for using a class higher than the class stipulated by the traveller's status classification when travelling by air.	
16	Taxi and car rental use reason	If you select <i>Taxi/Charter Car/Car Rental</i> under <i>Public Transportation</i> , an error will occur if you do not enter a reason. If you are using a chartered car, even if you request WAS arrangement, enter the reason in the <i>Reason for taking a taxi/charted taxi /rental car, or upgrading seats</i> before requesting WAS to arrange it.	
17	<i>Ekispt</i> search result (cheap/fast/convenient)	Get cheapest fare, quickest travel or most convenient routing from among the <i>Ekispt</i> search results.	
18	Route distance	Get the length of a route from <i>Ekispt</i> search results.	
19	Any duplicated route with commuter passes'	If there is a deduction for commuter passes in the <i>Ekispt</i> search results, check whether or not there is a duplicated route with commuter passes.	
20	Reason for taking a Shinkansen/limited express	If the usage guidelines are not met (Shinkansen: one way 100 km or longer;	

		limited express: one way 80 km or longer), if you do not enter a reason an error will occur.	
21		Click on this button to add details to the inputted items on the transportation route screen in your itinerary.	
22		Click on this button to continue without entering any travel route.	
23		Click on this button to confirm the content of the inputted travel route and continue.	
24		Click on this button to confirm the content of the registered travel route and continue.	

Submit application

Enter the route information under *Register routes* in this trip screen, and when you transition to the *Apply for a Trip* screen, check the inputted content and press the button  on the upper right of the screen to submit your trip application.

3-3. Submission of paper-based versions, modification or cancelation after applying

Please refer to 7. *Post-application and post-report responses*.

4. Application with General Format screen (domestic/overseas)

4-1. Entry items for research trip application

Please refer to 3-1. *Entry items for research trip application*.

4-2. Apply via General Format screen (1)

This is the method for input of the trip summary and expense information via the *Detailed Entry* screen; this is particularly important for obtaining approval of a trip application and calculation of the travel expenses.

Evidence Information

The input screen and items of *Evidence Information* are described below. If there is paper-based evidence to be included in the submissions, check the box. An email will be sent after the application was completed, so please use that email as a cover and attach the paper-based evidence and submit it to the person in charge of the funds.

Evidence Info. (Tick the following if applicable.)
☐ Any additional paper-based evidences
*Submit paper-based evidences with an e-mail sent when this application is completed as a front cover to the persons in charge of the funds immediately.

Outlines of trip (required)

The *Outlines of trip* screen is shown below, and the items are explained thereafter.

Outlines of trip
Trip type: Research・Domestic Application No. for trips: Application Date: 2019/04/10
Applicant's name: 教員 1 Applicant's Affiliation: 政治経済学部
Period: 2019/04/15 ~ 2019/04/15 0 nights 1 days overnight trip 0 nights
Purpose/Outline of visit: Research trip
Reason of delayed application:
I request for ticket arrangement for Waseda University Academic Solutions Corporation (WAS).
☐ Request for ticket arrangement

No.	Item	Input content	Input required
1	Trip type	This will be displayed and set automatically based on the starting menu. No input is required.	
2	Application No. for trips	This will be displayed automatically when the application is	

		submitted. No input is required.	
3	Application Date	This will be set automatically. No input is required.	
4	Applicant's name	This will be set automatically. No input is required.	
5	Applicant's Affiliation	This will be set automatically. No input is required.	
6	Period	Select the start date and end date of the business trip. The number of nights and the number of days are suggested automatically, based on the business trip period. If you transition from the simple input screen, the inputted content is reflected automatically.	○
7	Overnight trip	Enter the number of nights when you will be in transit by road or air during the business trip period. Include that number in the number of nights and days during the business trip period. When you transition from the simple input screen, the inputted content will be reflected automatically.	
8	Purpose/Outline of visit	Enter the purpose and a summary of the trip. When you transition from the <i>Apply via Simplified Format</i> screen, the inputted content will be reflected automatically.	○
9	Reason for delayed application	In the case of a delayed application after the trip, enter the reason for the lateness. If you do not enter a reason at the time of late application, an error will result and you will be unable to apply. When you transition from the <i>Apply via Simplified Format</i> screen, the inputted content will be reflected automatically.	
10	Request for ticket arrangement via Waseda University Academic Solutions Corporation (WAS)	Tick the box to request that WAS arrange your tickets or accommodation.	

Travellers/invitees' information (required for travel by one or more people)

The entry screen and items of *Register travellers/invitees' information* are described below. At least one traveller must be specified.

Register travellers/invitees' info.[ZBE010S010]

Select one from 'Faculty/Student, or external party' and search a traveller/invitee by selecting the magnifying glass icon.

Faculty/Student, or external party:

Faculty/Student/Contractor's ID:

Name:

Affiliation's Name:

Name of Status:

Category:

e-mail address:

Period: ~

0 nights 1 days

overnight trip 0 nights

Enter Country of residence, info. related to Income Tax Convention, and Adding Amount for Income Tax to calculate income tax.

Country of residence:

Applicable/Inapplicable for Income Tax Convention:

Apply for Income Tax Convention:

Equivalent to transport expenses:


Expenses Equivalent to Accommodations Costs:

Equivalent to other expenses:

No.	item	Input content	Input required
1	Faculty/Student, or external party	Select affiliated or non-affiliated person for the traveller. Search for the traveller's position via <i>Faculty/Student/External party</i> below. Affiliated person: Faculty, staff, related staff (acquire the personnel information from personnel database). Non-affiliated: Student, non-affiliated person (acquire the payment recipient information from the financial system)	
2	Faculty/Student/Contractor's ID	Retrieve results from the Search for Faculty/Student/External party screen. If you are an affiliated person, you will get a Faculty/Staff No., and if you are a student or a non-affiliated person, you will get a contractor ID number.	
3	Name	Get the traveller's name by searching on the <i>Faculty/Student/External party</i> screen.	○

4	Affiliation's Name	Get the name of the traveller 's affiliated division by searching the <i>Faculty/Student/External party</i> screen.	
5	Affiliation Code	Get the code of the traveller 's affiliated division by searching the <i>Faculty/Student/External party</i> screen.	
6	Name of Status	Get the status of the traveller by searching the <i>Faculty/Student/External party</i> screen.	
7	Status	Get the code of the Traveller 's Status from by searching the <i>Faculty/Student/External party</i> screen.	
8	Category	Only displayed if the traveller is an off-campus person. Specify a category for calculation of the number of days.	
9	e-mail address	Get the traveller 's e-mail address by searching the <i>Faculty/Student/External party</i> screen. If you cannot obtain the value, enter a functional e-mail address for the traveller. Approval notifications will be sent to this e-mail address, entitled, "Trip Application and Report Approval."	<input type="radio"/>
10	Period	Trip/invitation period. The values in the <i>Outlines of trip</i> screen are entered as initial values. You can specify a trip period for each traveller. The trip period indicated on this screen is used for calculating daily allowances and for checking for trip overlaps.	<input type="radio"/>
11	Overnight trip	Enter the number of nights when you will be in transit by road or air during the business trip period. Include that number in the number of nights and days during the business trip period.	
If you would like to calculate your income tax, please complete the following.			
12	Country of residence	Select the country of residence of the travelling person/invited person.	
13	Applicable/Inapplicable for Income Tax Convention	Select operating/non-operating tax treaty for the country selected as the traveller's country of residence.	
14	Apply for Income Tax Convention	Select to indicate whether or not you will or have applied for exemption under a tax treaty. Select to indicate whether or not you will apply or have applied for exemption under a tax treaty.	
15	Equivalent to transport expenses	Select Yes if you include transport expenses in income tax calculation.	

16	Expenses Equivalent to Accommodations Costs	Select Yes if you include your daily allowance in income tax calculation.	
17	Equivalent to other expenses	Select Yes if you include <i>Other expenses</i> in income tax calculation.	

The *Search for Faculty/Student/External party* screen and items on screen that opens when the Faculty/Student/Contractor's ID  button is clicked on are described below. In the case of a staff member who holds a dual position, the information for the principal and additional position will be displayed in the search results. As a general rule, please select principal affiliation. When you click on a search result, that value is set on the business traveller's information input screen.

Search for Faculty/Student/External party[ZBS010S010]

Search criteria

Faculty/Student/Contractor's ID
Name
Affiliation of Department
e-mail address
Faculty/Student/External party

Search result

	Faculty/Student...	Name	Affiliatio...	Affiliation's N...	Facult...	Status	Name of Stat...	e-mail
1	Z137110001	情報企画部情報企...	13711	情報企画部情報...	Staff	541	Administrativ...	Z1371100
2	Z137110002	情報企画部情報企...	13711	情報企画部情報...	Staff	511	Dean/Directo...	Z1371100

No.	Item	Input content	Input required
1	Faculty/Student/Contractor's ID	Search the traveller using the following numbers for each status: Faculty, staff and related staff: search by faculty/staff number Student, non-affiliated person: search by contractor's ID number	
2	Name	Search for the traveller's name via prefix search.	
3	Affiliation of Department	Search for the traveller 's affiliated division via prefix search.	
4	Faculty/Student/External party	If the person is Waseda affiliated, faculty or staff member can be designated.	

Outlines of duties

The input screen *Outlines of duties* and its items are as explained below.

Note: You will be required to enter the details of business in the destination city, but there is no need to enter here days for moving, such as departure date and return date, for either domestic or international travel.)

Please enter outlines of duties for each destination and for each item of content, since the inputted business information contents will be used in the assessment for your daily allowances for categories A or B. However, if you are engaged in the same business repeatedly in the same city, you can enter that business for multiple days.

Register outlines of this trip[ZBE020S010]


Traveller/Invitee *multiple choices can be selected.
Period of Duties ~

Enter (Academic) conference's name and the Status in the society for trips for Academic conference and enter Institution's name for research trips.

Institution's/ (Academic) conference's name
Institution's Address

Purpose ☐ Research trip ☐ Academic conference ☐ Others
Status in the conference ☐ Board member ☐ Research presentation ☐ General participation

No.	Item	Input content	Input required
1	Traveller/Invitee	Select Traveller. If multiple people have the same business, you can select and enter more than one person at a time from the pull-down menu.	<input type="radio"/>
2	Period of Duties	Enter the number of days on which work will occur. It will be an error if dates outside the trip period are elected.	<input type="radio"/>
3	Institution's /(Academic) conference's name	Enter the name of the institution where the work will occur. For overseas trips, search and select an institution from the <i>Search for destination/visiting institution</i> screen.	<input type="radio"/>
4	Institution's Address	Enter the address (city/town) of the institution where the business will occur. For overseas trips, search and select the desired city name from the <i>Search for destination/visiting institution</i> screen.	<input type="radio"/>
5	Purpose	Select the content of the travel business.	<input type="radio"/>
6	Status in the conference	Select the traveller's status at the academic conference.	<input type="radio"/>

Please click on the  button and search and select the institution's location and name. When a link in the *Institution Code* search result is clicked, those values are set in the *Outlines of duties* section.

Search for destination/visiting institution[ZBS020S010]

Search criteria

Country Name in Japanese

Country Name in English

City Name in Japanese北京

City Name in English

Search

Clear

If no search result is shown, enter the text.

Country Name

City Name北京

Setting

Search result

	Country Code +...	Country Name in Japanese	Country Name in Eng...	City Name in Japanese	
1	156-39	中国	China	北京市	Beiji
2	156-8	中国	China	北京	Beiji

If no search result is shown, please enter the text under *Name of institutions* in the middle of the dispatch destination search screen above.

Route information

The *Register routes* entry screen is shown below and the items are explained thereafter.

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

Continue without entering any route

Set [Route Entry in progress] and continue

[Route Entry in progress]

*The registered routes are displayed in order of its Departure Date.
The routes may be displayed not in order of the actual journey because of the time difference for overseas trips, however, continue your process since it does not affect the following process.

Public Transportation

Departure Date2019/04/15

Departure Time

Payment recipientEach person registered

☒ Apply for the Round Trip
(The Departure/Return routes can be registered at once if the routes are the same.)

Amount of Expenses0

Foreign Currency

Display Starting/Arrival Place's History

Starting Place

Arrival Place


Transit Point

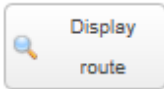
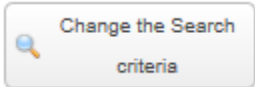
Remarks
(Flight No./Route Info.,etc.)

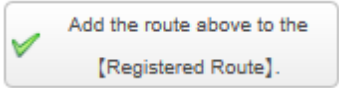
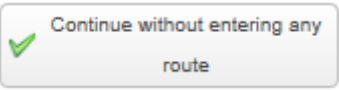
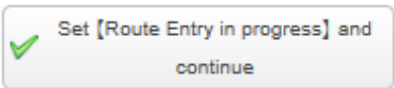
11

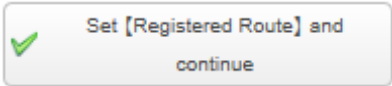
Add the route above to the [Registered Route].

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No.	Item	Input content	Input required
1	Public Transportation	<p>Select the appropriate transportation from among the choices (shown below) in the pull-down menu. Select <i>Use Ekispert</i> to perform <i>Ekispert</i> search; it will calculate the fare for travel excluding the route covered by commutation pass.</p> <ul style="list-style-type: none"> - Register the route for travel by train/bus using <i>Ekispert</i>. - Register routes for travel by air - Register a route for travel by taxi/charter car/car rental - Register routes for travel by other means than the above. 	<input type="radio"/>
2	Departure Date and Departure Time	Enter departure date and time for the outbound route. Enter the time as a 4-digit number (no entry is also permissible). Only departure date and time are required. Arrival date and time are only displayed in the case of air travel.	<input type="radio"/>
3	Apply for the round trip	Select this when registering round trip travel.	
4		If you click on this button, the starting places and arrival places that you entered in previous applications will be displayed.	
5	Starting Place	Enter the starting point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	<input type="radio"/>
6	Arrival Place	Enter the end point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	<input type="radio"/>
7	Transit Point	Enter the transit point of the trip. If <i>Use Ekispert</i> is selected, select from <i>Ekispert</i> 's suggested station names.	
8	Use of IC cards	Select to indicate whether or not you will use an IC card.	
8	Application using student discount	If you check <i>Use of Student Discount</i> ,	

		<i>Ekispert</i> search will retrieve a student discount fare. (This may not be used for trips for administrative duties or training.)	
9		<p>This search button accesses <i>Ekispert</i> Search when <i>Use Ekispert</i> is selected under Public Transportation. Enter departure date and time, starting place, and arrival place, and click on this button to transition to the <i>Ekispert</i> search screen. Click on this <i>Display route</i> button after <i>Ekispert</i> Search is completed and the searched route will be displayed.</p> <p>Note: In the case of <i>Ekispert</i> search for Shinkansen routes, the designated seat charge is displayed initially.</p>	
10		Click on this button to access and modify <i>Ekispert</i> search criteria (starting place, arrival place, public transportation).	
11	Payment recipient	<p>Select <i>Payment recipient of transport expenses</i>. Select the recipient for each item. If there is more than one traveler using the same route, select <i>Per Traveller/Invitee</i> so that every traveler is paid the same amount. In the case of paying to a vendor select <i>Others</i> and search <i>Payment recipient</i> in the <i>Register details of payment recipient</i> screen.</p> <p>Traveller 's name Per Traveller/Invitee WAS Waseda University Co-op Other</p> <p>Name of person applying</p> <p>Note: For persons with no registered account or invited persons, select <i>Dummy (other account not registered)</i> as payment recipient.</p>	○
12	Register details of payment recipient	<p>Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i>. Contractors can be searched from three categories of vendors, dummies and Division.</p>	

13	Amount of expenses	Enter amount of expenses. If you check <i>Apply for the Round Trip</i> , be sure to enter the round trip cost. It is not necessary to enter this if WAS arranged the trip.	○
14	Remarks (Flight No./ Route Info., etc.)	Enter flight number and route information. If <i>Ekispert</i> is selected, the route name is obtained from the <i>Ekispert</i> search results.	
15	Reason for using higher class	Enter the reason for using a class higher than the class stipulated by the traveller's status classification when travelling by air.	
16	Taxi and car rental use reason	If you select <i>Taxi/Charter Car/Car Rental</i> under <i>Public Transportation</i> , an error will occur if you do not enter a reason. If you are using a chartered car, even if you request WAS arrangement, enter the reason in the <i>Reason for taking a taxi/charted taxi /rental car, or upgrading seats</i> before requesting WAS to arrange it.	
17	<i>Ekispert</i> search result (cheap/fast/convenient)	Get cheapest fare, quickest travel or most convenient routing from among the <i>Ekispert</i> search results.	
18	Route distance	Get the length of a route from <i>Ekispert</i> search results.	
19	Any duplicated route with commuter passes'	If there is a deduction for commuter passes in the <i>Ekispert</i> search results, check whether or not there is a duplicated route with commuter passes.	
20	Reason for taking a Shinkansen /limited express	If the usage guidelines are not met (Shinkansen: one way 100 km or longer; limited express: one way 80 km or longer), if you do not enter a reason an error will occur.	
21		Click on this button to add details to the inputted items on the transportation route screen in your itinerary.	
22		Click on this button to continue without entering any travel route.	
23		Click on this button to confirm the content of the inputted travel route and continue.	

24		Click on this button to confirm the content of the registered travel route and continue.	
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Note:

In *Ekispart* there is no information for some stations and routes, as in the case of fixed route buses. If you cannot obtain the desired result from *Ekispart* do not press the *Ekispart* search button; rather enter as shown below and click on the *Register* button. However, if the route is included in the route covered by *Commutation Allowance* supply provided to the traveller, please do not enter it, so as to prevent double payment (since it is not possible to exclude commutation routes systematically).

Accommodation cost information

The entry screen and items of Register Accommodations' Costs are described below.

Register Accommodations' Costs[ZBE040S010]

*Travellers/invitees can be registered at the same time, if their amount of allowable limit or unit price is the same.

Traveller/Invitee: 教員 1 *multiple choices can be selected.

Date: 2019/04/15 ~ 2019/04/17

Location of Accommodation:

Use of Package Tour ☐

Payment recipient: Each person registered

Register details of payment recipient:

Calculation Guidelines for Travel Expenses:

Unit price: 0

nights: 2

Amount of Expenses: 0

Return Confirm

No.	Item	Input content	Input required
1	Traveller/Invitee	Select Traveller. If more than one person has the same specified maximum amount, it is possible to select and enter more than one person at a time from the pull-down menu.	○

2	Date	Enter the dates for which accommodation is needed. It will be an error if you select any days outside the trip period as entered in <i>Traveller's Information</i>	<input type="radio"/>
3	Location of Accommodation	Enter the location of the accommodation. In the case of overseas trips, the city is searched and the value for Location A/Location B is acquired from the information for the selected city. If you have multiple accommodation locations during a trip, create accommodation cost information for each accommodation location.	
4	Location A / B	Select Location A or Location B from <i>Location of Accommodation/Duties</i> . In the case of domestic trips or when the value cannot be obtained, Location B is displayed.	<input type="radio"/>
5	Use of Package Tour	If you have arranged for a package trip (accommodation nights, tickets and Shinkansen as a set), tick this box and enter the amount.	
6	Payment recipient	<p>Select <i>Payment recipient for accommodation costs</i>. Select the recipient for each item. If there is more than one traveler using the same accommodation, select <i>Per Traveller/Invitee</i> so that every traveler is paid the same amount. In the case of paying to a vendor select <i>Other</i> and search <i>Payment recipient</i> in the <i>Register details of payment recipient</i> screen.</p> <p>Traveller 's name Per Traveller/Invitee WAS Waseda University Co-op Dummy (Account not registered) Other Name of person applied for</p> <p>Note: Select <i>Dummy (Account not registered)</i> for the payment recipient for the case of a traveller who does not have a registered account and for the case of an invited person.</p>	<input type="radio"/>
7	Details of payment recipient	<p>Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i>.</p> <p>Contractors can be searched from three categories of vendors, dummies and Division.</p>	
8	Calculation method	Select from among actual amount, specified maximum amount, set unit price, and no payment.	

9	Unit price	Enter the number of nights of accommodation. Note: If the amount is not finalized for some reason (such as foreign exchange), enter the approximate unit price of accommodation nights. (Zero yen input is not permitted.)	
10	Nights	Enter the number of nights' accommodation.	
11	Amount of Expenses	Calculate the total accommodation expenses based on the inputted unit price and number of days/nights.	

Daily allowance information

The daily allowance information entry screen and entry items of are shown below.

Register Daily Allowance[ZBE040S010]

*Travellers/invitees can be registered at the same time, if their amount of allowable limit or unit price is the same.

Traveller/Invitee: 教員 1 ~ *multiple choices can be selected.

Date: 2019/04/15 ~ 2019/04/17

Location of Duties:

Payment recipient: Each person registered

Register details of payment recipient:

Calculation Guidelines for Travel Expenses:

Unit price: 0

days: 3

Amount of Expenses: 0

Return Confirm

No.	Item	Input content	Input required
1	Traveller/Invitee	Select Traveller. If multiple people have the same number of days of travel, you can select and enter more than one person at a time from the pull-down menu.	○
2	Date	Enter the dates in the itinerary for calculation of the daily allowance. It will be an error if you select any days outside the trip period as entered in traveller's information.	○
3	Location of Duties	Enter the venue where you will conduct your trip business. In case of overseas trips, search for the relevant cities and select them as Location A and Location B from the listed	

		search results.	
4	Location A / B	<p>Select Location A or Location B from <i>Location of Accommodation/Duties</i>. In the case of domestic trips or if the value cannot be obtained, Location B is displayed. If your work involves both location A and B during your trip period, create multiple daily allowance information. If you travel or have duties at Location A and Location B on the same day, select <i>Location A</i> for both, regardless of the value selected in <i>Location of Accommodation/Duties</i>. Note: However, if you only pass through Location A as a transit point, and if <i>Location of Duties</i> and <i>Location of Accommodation</i> are both Location B, it is treated as <i>Location B</i>.</p>	○
5	Payment recipient	<p>Select <i>Payment recipient for daily allowance</i>. Select the recipient for each item. If there is more than one traveler with the same amount of daily allowance, select <i>Per Traveller/Invitee</i> so that every traveler is paid the same amount. In the case of paying to a vendor select <i>Other</i> and search <i>Payment recipient</i> in the <i>Register details of payment recipient</i> screen.</p> <p>Per Traveller/Invitee WAS Waseda University Co-op Dummy (Account not registered) Other Name of person applied for</p> <p>Note: Select <i>Dummy (Account not registered)</i> for the payment recipient for the case of a traveller who does not have a registered account and for the case of an invited person.</p>	○
6	Register details of payment recipient	<p>Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i>. Contractors can be searched from three categories of vendors, dummies and Division.</p>	
7	Calculation method	Select from among specified maximum amount, set unit price, and no payment.	
8	Unit price	Unit price for daily allowance is automatically obtained using <i>Traveller's Status and Class</i> and <i>Location A/Location B</i> information.	
9	Days	Enter the number of days for which daily allowance is	

		provided.	
10	Amount of Expenses	Calculate total daily allowances based on the <i>unit price</i> and the number of days.	

Other expenses information

The *Register Other Expenses* entry screen is shown below, followed by an explanation of its items.

No.	Item	Input content	Input required
1	Traveller/Invitee	Select Traveller. In the case of multiple travellers, you can select more than one person at a time from the pull-down menu.	<input type="radio"/>
2	Expense type	Select an <i>Expense type</i> . The choices listed below are displayed: select the type for each item. If WAS is arranging the tickets, hotel accommodation and Wi-Fi, there is no need to enter these items, as WAS will input them. Cancellation fee/modification fee Entry fee Visa application fee Data communication fee Arrangement fee Overseas premium Other	<input type="radio"/>
3	Details of Expenses	If you select <i>Other</i> under <i>Expense type</i> , also enter <i>Details of Expenses</i> here.	
4	Payment recipient	Select the recipient for other expenses. If there is more	<input type="radio"/>

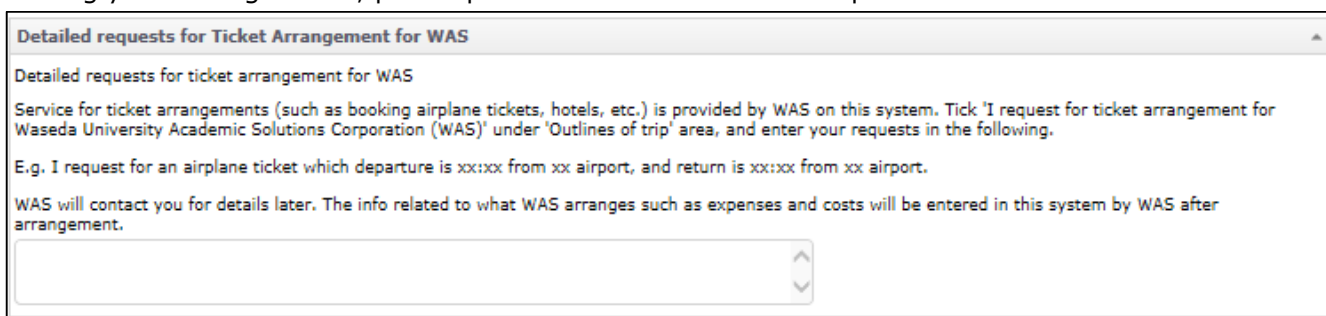
		<p>than one traveller using the same expenses, select <i>Per Traveller/Invitee</i> so that the details will be created for each traveller. In the case of paying to a vendor, select <i>Others</i> and search for the payment recipient in the <i>Register details of payment recipient</i> screen.</p> <p>Traveller 's name Per Traveller/Invitee WAS Waseda University Co-op Dummy (Account not registered) Other Name of person applied for</p> <p>Note: Select <i>Dummy (Account not registered)</i> for the payment recipient in the case of a traveler whose account is not registered and in the case of invited persons.</p>	
5	Details of payment recipient	<p>Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i>.</p> <p>Contractors can be searched from three categories of vendors, dummies and Division.</p>	
7	Payment to traveller/invitee	<p>Check if the following cases apply. (This does not apply for administrative duties or training trips.)</p> <ul style="list-style-type: none"> - The case of payment to a traveller or invitee who has no account. - The case where Amount of Income Tax is being calculated for off-campus payment. 	
8	Amount of Expenses	Enter the total expenses.	
9	Amount out of pocket	Enter if there is an out-of-pocket payment under <i>Amount of Expenses</i> . You will be paid the amount (= the amount of expenses minus the amount that you paid out of pocket). This is not intended for use for administrative duties or training trips.	

4-3. Apply via General Format screen (2) (Other Information)

This is an input method for notification of matters during arrangement of tickets and overseas travel insurance.

Detailed requests for Ticket Arrangements via WAS (required via WAS arrangements)

The input screen of *Detailed Requests for Ticket Arrangement via WAS* is explained below. If WAS is making your arrangements, please provide the content of the request.



Example

Air tickets: Departure at hh:mm from xxx airport, arriving at hh:mm at xxx airport; return route: departure at hh:mm from xxx airport, arriving at hh:mm at xxx airport.

Accommodation: Please arrange for a private room in xxx area. Preferably about 30 minutes distance to xxx university.

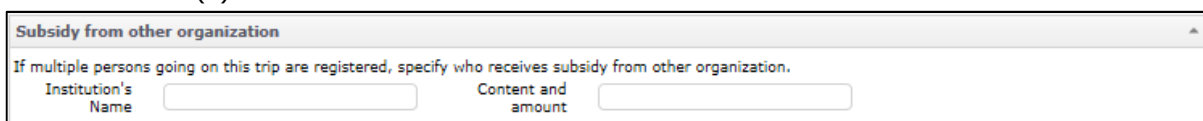
Please contact extension 71-xxxx if you have any questions about booking.

As a rule, only make arrangement requests to WAS via the e-trip system; do not make advance inquiries or arrangement request by means other than e-Trip (e.g. email).

Note: The above is necessary for integrated operation on the WAS side, and for smooth performance of the arrangement work.)

Subsidy from other organization (required if there is a subsidy from another organization)

The input screen of *Subsidy from other organization* is shown below, with explanations following. If you are receiving support for such things as travel expenses from another institution, please enter *Institution's Name* and *Content and amount*. If there are multiple travellers please provide the name(s) of the traveller(s) to be assisted.



Calculation criteria for income tax

It is not necessary to enter this item: the person in charge at the Research Expenses Management Division will enter it.

Select funds/division to approve the usage of funds

Refer to *Select funds* and *Division to approve the usage of funds* in section 3-2 of *Apply via the Simplified Format Screen*.

Payment Recipient information

The *Payment Recipient Info.* input screen is shown below, with explanations following. If for unavoidable reasons the accommodation expenses exceed the upper limit stipulated in the regulations, it is necessary to click a box under *Reason for exceeding the allowable limit* and input an explanation: the Dean of the Research Promotion Department will be added as an out-of-regulation approver. In the case of self-arrangement, the applicant should provide a valid reason for the excess. The reason for the excess will only be inputted by WAS if WAS cannot find a hotel within the upper limit stipulated in the regulations.

Payment recipie...	Payment recipient na...	Amount at apply...	Amount of trans...	Amount of acco...	Amount of daily...	Amount for othe...	Added Income
W251710	教員1	0	0	0	0	0	

If you need to obtain approval from the Dean of Research Promotion Division etc, please attach the reason statement and reference material.
In addition, please use [the form for the excess of accommodation fee in overseas research trips](#).

Reason for exceeding the allowable limit

☐ All the hotels are expensive comparatively ☐ Security concerns ☐ A foreign government agency and the like specifies the hotel. ☐ Others

Accommodations' Name

Supplementary note

Please fill in any additional items related to the trip application.

Supplementary note

Accompanied by family/Emergency contact (required for overseas trips)

Enter the name of any accompanying family member and your emergency contact information for overseas trips.

Accompanied by family/Emergency contact	
Name	早稲田花子
Telephone	0120123123

No.	Item	Input content	Input required
1	Name	Enter the name of the emergency contact person to be contacted in Japan in case of emergency during a business trip abroad.	<input type="radio"/>
2	Telephone	Enter the emergency contact telephone number of the emergency contact person. Note: In the case of a staff member, enter an office outside line number (number that can be called even outside of daytime business hours).	<input type="radio"/>

Pledge (required for overseas trips)

For overseas research trips you are required to submit this pledge at the time of application for the trip.

Pledge
<p>I pledge to observe the following cautions while travelling overseas.</p> <p>a. Depending on the safety or some condition of the country or area of traveling, Waseda University may advise cancellation or postponement of the trip or return home. The traveler must be aware of the dangers involved and promptly comply with the university's instructions when an emergency situation occurs.</p> <p>b. During the trip the traveler must behave appropriately based on his/her own awareness and responsibility as a member of Waseda University, observing the laws of the country he/she is visiting and the rules of Waseda, and taking care not to disturb public order and or breach the morality of the country being visited.</p> <p>c. The traveler must take full responsibility for damage that he/she causes intentionally or by accident during the trip.</p>

Overseas travel insurance information (required for overseas trips)

Overseas travel insurance will be arranged automatically based on the input made in this section of the system. However, the e-Trip system only makes automatic arrangements when the traveller joins basic insurance policies. If you wish to add options or add family members, you will need to submit a separate document.

Overseas Travel Insurance Info.

It is considered that the applicant/persons going on this trip purchase the Overseas Travel Insurance policy, therewith it is agreed that Waseda University receives the Death Benefit. *Note: Death Benefit is then paid to the policy holder himself/herself or to the bereaved family via Waseda University. (The premium is paid by Waseda University)

Agree with applying for Overseas Travel Insurance

Additional Option Type Apply for insurance for dependents

Message

Death benefit recipient 1-104 Totsukamachi, Shinjuku-ku, Tokyo, JAPAN Waseda University

Contact info regarding to this application of the travel insurance

*Personal information provided in this application is used only by Waseda University, the Campus Insurance Center, Tokio Marine & Nichido Fire Insurance Co., Ltd., and in relation to this agreement.
 *The amount for the basic type is the following.
 Loss of life from an injury or permanent disability 50 million yen / Loss of life from an illness 30 million yen / Personal liability (no exemption) 50 million yen / Damage to baggage (no exemption) 600,000 yen / Medical and rescue expenses 50 million yen
 Access the following website about the Overseas Travel Insurance. <http://web.waseda.jp/welfare/fukurikousei/ryokousyougai.html> This application is not intended to apply for an additional option type, or the family of the persons going on this trip. If needed, submit 'Overseas Travel Insurance Application Form (Consent Document for Death Benefit Recipient Specification)' to Campus Insurance Center.

No.	Item	Input content	Input required
1	Agree with applying for Overseas Travel Insurance	This is an agreement to take out travel insurance. In the case of overseas trips for school affairs or for training it is required to select <i>All persons going on this trip agree to take out the insurance.</i>	<input type="radio"/>
2	Additional Option Type	Select Yes if you want an additional insurance option. If you wish to add an option for yourself (types a, e), make a separate <i>Overseas Travel Insurance Contract Application Form</i> in paper form and send it to the Campus Insurance Center. See * below.	<input type="radio"/>
3	Apply for insurance for dependents	If your family member takes out the insurance, make a separate <i>Overseas Travel Insurance Contract Application Form</i> in paper form and send it to the Campus Insurance Center. See * below.	<input type="radio"/>
4	Message	Send the <i>Overseas Travel Insurance Contract Application Form to the Campus Insurance Center</i> , if necessary, entering items described as below. It should be noted, that if you modify or cancel the entered content in the message section, contact the Campus Insurance Center directly. Since the Campus Insurance Center will start the subscription procedures on the date following the date of the trip application, be sure to contact them, especially in the case of cancellation. Email: hoken@waseda-pm.com, phone: 03-5272-3475 • In the case of insurance subscription for family, enter	

		<p>"Request for family subscription. I will submit a paper application form separately."</p> <ul style="list-style-type: none"> • In the case of requesting an additional insurance option for the traveller, enter "Request for additional insurance option. I will submit a paper application form separately." • In the case where a research trip takes place before and/or after a trip for another purpose, enter "The period from xxx to xxx is for a research trip." (Note: if you input this, the insurance will cover all of the trip period, including trips for school affairs and research.) • In the case where there is period for private use before and/or after or during the trip period, enter "The period from xxx to xxx is for private use." • In the case where early issuance of the insurance policy is required for reasons such as visa application, enter "Please issue the insurance policy by [date] for [reason xxx]." If you have any request of the Campus Insurance Center other than those listed above, enter it in the <i>Overseas Insurance Request</i> section. • In the case where you would like to receive the insurance policy somewhere else, enter the shipping address. If an address is not provided, the policy will be sent to the traveller's affiliated department via campus mail. 	
5	Contact information regarding to this application of the travel insurance	Enter the contact information for communication with the Campus Insurance Center.	

***Note:**

The cost of additional insurance options and family insurance will be deducted from your monthly salary later.

Information about the Security Export Control (required for overseas trips)

If there is an export, or if technical information will be provided during your overseas trip, and if you select **YES**, a notice will be sent to the Research Collaboration & Promotion Center. It is necessary to consult with the Research Collaboration & Promotion Center regarding judgment of the issue. If there is not sufficient time for judgement before the start of the trip, please contact stc@list.waseda.jp at the time of application.

Info. About the Security Export Control

1. Will you bring or export any goods, including research equipment, reagents, experimental organisms, or PC?
Application of any goods for export

*Commercial PCs which you bring and bring back for your own use, and any goods you bring with in usual travels are not considered as exporting goods.

2. Will you be providing any technological information to overseas institutions?
Application of any technological information providing to overseas

*Transactions designed to provide technical information or programs in PCs require permission; however, transactions defined in the categories specified in Article 9, "Transactions That Do Not Require Permission," of the Ministerial Ordinance on Trade Relations, Invisible Trade, etc. such as presentations at academic conferences, is unnecessary to be examined.

3. Is any special permission required? (You only need to answer this if you have replied Yes to question(s) 1 and/or 2.)
Requirement of any special permission

Obtain documentation (Parameter Sheet) for commercial products by contacting its manufacturer or distributors.
*The special permission is used to decide if the permission by the Minister of Economy, Trade and Industry is needed to conduct transaction involving goods, or technical information according to Foreign Exchange and Foreign Trade Act.
Contact info.: Research Collaboration & Permission Center, Research Promotion Division TEL:03-5286-9867 e-mail:stc@list.waseda.jp

No.	Item	Input content	Input required
1	Application of any goods for export	Select Yes if goods will be exported; otherwise select No.	<input type="radio"/>
2	Application of any technological information providing to overseas	Select Yes if technical information will be provided to overseas; otherwise select No.	<input type="radio"/>
3	Requirement of any special permission	Select Yes in No. 1 or No. 2 above if special permission is required. Select one option here whether or not the judgement of the case has been completed.	

Safety/Infectious disease risk information (required during overseas trips)

Input items for safety/infectious disease risk information. If you travel to cities where the safety/infectious disease risk level is two or higher you are required to clearly state the reason why you need to travel there, and obtain the approval of the Division in charge of safety management for overseas trips (International Office).

Safety/Infectious disease risk info.

① Confirm the level of the overseas travel safety information and infectious disease risk information for the country or city you intend to visit.
 *See: <http://www.anzen.mofa.go.jp/>

Overseas travel safety information

Infectious disease risk information

② Provide a specific reason for making a trip to a city with travel safety information of level 2 or higher or infectious disease risk information of level 2 or higher.

Reason

Notes:

(a) For trips for less than three months, please complete "たがひし登録" (the orange-colored section on the left side) or "簡易登録" (the green-colored section on the right side). Those who do not possess a Japanese passport, select "簡易登録" and complete registration.
 Register at: <https://www.ezairyu.mofa.go.jp/tabireg/>

(b) For trips longer than three months, please submit overseas residential registration to the local Japanese diplomatic office after you commence living on site.

Register for Tabireg

No	Item	Input content	Input required
1	Overseas travel safety information	Select the overseas travel safety level for the country/city you will visit during your overseas trip.	○
2	Infectious disease risk information	Select the infectious disease risk level for the country/city you will visit during your overseas trip.	○
3	Reason	If you travel to cities where the safety/infectious disease risk level is two or higher you are required to clearly state the reason why you need to travel there, and obtain the approval of the Division in charge of safety management for overseas trips (International Office).	
4	Register for <i>Tabireg</i>	If the period for overseas trip is less than 3 months, register for <i>Tabireg</i> and make simple registration and select your registration information. If you have not registered, you cannot complete your research trip application.	○

Attaching files

Files can be attached in the following screen (which will be displayed after you click on the *Submit application* button).

出張申請書/Application Form for Trips									
<input type="button" value="Apply"/>									
Submission Date		2019/04/11 cal		Urgency Level		Normal ▼		Applicant	
								教員1 (新研究支援システム)	
出張申請書/Application Form for Trips									
出張種別									
出張種別		Research・Overseas							
出張企画箇所					受入箇所コード		K11		
執行予算情報									
予算情報		2019/K11F251710/政治経済学部 教員 1 / B1K500803101/他分担・東大・本直・研究出張002/科研基B補							
出張申請番号									
出張申請番号		1900022000							
申請者情報									
申請者氏名		教員 1			申請者所属		政治経済学部		
申請日		2019/04/11							
出張概要									
出張期間		2019/05/01~2019/05/06		泊数		5		日数	
WAS手配有無		0							
目的・概要		Research trip							
事後申請の理由									
出張者情報									
NO	教職員・学生・取引先番号	出張者氏名	出張者所属名	資格区分名	区分	メールアドレス			
	指導教員(教職員番号)	指導教員(氏名)	出張期間	泊数	日数	うち車・機中泊数			
1	0000251710	教員 1	政治経済学部	Professor	A	kohno@waseda.jp			
			2019/05/01~2019/05/06	5	6	0			
添付ファイル/Attachment									
見積書/Quotation									
その他ファイル添付/Other Attachment 1									
その他ファイル添付/Other Attachment 2									
その他ファイル添付/Other Attachment 3									
その他ファイル添付/Other Attachment 4									
その他ファイル添付/Other Attachment 5									
その他ファイル添付/Other Attachment 6									
その他ファイル添付/Other Attachment 7									
その他ファイル添付/Other Attachment 8									

4-4. Submission of paper material and modification or cancellation after application

Please refer to 7. *Post-application and post-report responses*.

5. Application for invitation (domestic/overseas)

5-1. Entry items for invitation application

The items to be entered explained below. For most items, it is possible to modify or add content during the approval process.

○Required △Required when payments are made ▲Required for overseas trips

No.	Item	Input content	Required
1	Outlines of invitation	Enter the business trip period, purpose and the division where that business trip was planned (Business Management Division)	○
2	Person responsible for invitation	Enter the name of person in charge of the invitation	○
3	Invited person information	Search the invited person and select	○
4	Outlines of duties	Enter the location and the purpose of the trip	○
5	Route Information	Enter the transportation route from Starting Place to Arrival Place	△
6	Accommodations costs information	Enter accommodations costs information	○
7	Daily allowance information	Calculate the daily allowance based on traveller's status, the number of days and the location of the accommodation.	▲
8	Other Expenses Information	Enter other expenses, such as miscellaneous expenses.	▲
9	Detailed requests for ticket arrangements via WAS	If you are requesting WAS to arrange tickets, enter the required items.	
10	Subsidies from other organization	If there is a subsidy from another institution, enter the content and the amount of the subsidy.	
11	Calculation criteria for income tax	In the case where remuneration is paid to a non-affiliated person, enter the conditions for income tax calculation.	
12	Set the division of budget implementation and research funds management	Select a budget for expenditure.	△
13	Payment recipient information	Enter the scheduled payable date and invoice number for each payment recipient	△

14	Reason for exceeding official regulations limit	Enter reasons if the accommodation expenses exceed the upper limit stipulated in the regulations.	△
15	Supplementary note	Enter a supplementary note.	

5-2. Operations on the application with Simplified Format screen


Only the part where the input contents differ from the research trip application is described below.

Information of the person in charge of invitation (required)

The initial display for inputting information about the applicants who are inviting is shown below. If you want to change the person who is responsible for the invitation, click on the magnifying glass button and search for the person.

Info of the person in charge of invitation

The applicant for this invitation is displayed. To change the person in charge of invitation, select the magnifying glass icon.

Name

Affiliation's Name
Name of Status

No.	Item	Input content	Input required
1	Name	The name of the faculty member, selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>
2	Affiliation's Name	The name of the affiliation of the faculty member selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>
3	Name of Status	The name of status of a faculty member selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>

Outlines of duties (required)

The input screen for *Outlines of duties* is shown below. The item *Purpose* is different from that in research trip application: here select the relevant purpose. Other items are the same as in research trip application.

Outlines of duties

Enter the duties' Purpose, Institution's name, and its address.

Purpose ☐ International conference ☐ Joint research meeting ☐ Research guidance ☐ Others

Institution's Address (Enter the prefecture and municipality for domestic locations of duties.)

Institution's/ (Academic) conference's name

Location A/B

Detailed Outlines of duties (optional if the duty is for 'Academic conference')

*Register detailed reasons for invitation with how the duties relate to the research funds.
Also, if this trip has multiple duties, note it with its period and the info. mentioned above (Purpose, Institution's/(Academic) conference's name, and Institution's address) in the following column.

Information of the expenses equivalent to Accommodations costs (required)

The input screen for *Information of the expenses equivalent to accommodations costs* is shown below, followed by explanation of the items.

Info. of the expenses equivalent to Accommodations Costs

☐ Tick the following if accommodations' costs are NOT required.

Payment recipient

Location of Accommodation Location A/B

Calculation Guidelines for Travel Expenses

In the case of that the trip have multiple accommodations places, or the Calculation Guidelines for Travel Expenses is either 'Pay at the specific amount within allowable limit' or '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 day, and days in the following.
Enter a rough estimate if the actual cost is not yet confirmed.
When you use package tours or pay out-of-pocket, mention it and register transport expenses with 0 yen in the next screen.

No.	Item	Input content	Input required
1	Please tick this box if you do not need accommodation costs.	If for some reason such as subsidy from another organization you do not need accommodation costs, tick this box.	
2	Payment recipient	Select the payment recipient from the pull-down menu. In the case of paying to a vendor select <i>Others</i> and search for the payment recipient in the <i>Register details of payment recipient</i> screen. Per Traveller/Invitee WAS Waseda University Co-op Dummy (other account not registered) Other	

		<p>Name of person applying</p> <p>Note: Select <i>Dummy (other account not registered)</i> as payment recipient in the case of a trip or invitation of a person with no registered account or an invited person.</p>	
3	Location of Accommodation	<p>Enter the location of the accommodation. The institution's address will be automatically set in <i>Outlines of duties</i>. In the case of overseas trips, search the city and obtain the values of Location A or Location B based on the information for the selected city.</p>	
4	Location A / B	<p>Select Location A or Location B from <i>Location of Accommodation/Duties</i>. If the value cannot be obtained, Location B is displayed.</p>	
5	Calculation Guidelines for Travel Expenses	<p>Select calculation method:</p> <p>Actual expenses (within the specified upper limit: a receipt attached)</p> <p>Regulatory limit</p> <p>The amount is set separately in multiples of 100 yen within the specified range.</p>	○
6	Free text section	<p>In the case where there are multiple destinations for lodging; or in the case where an amount is set separately within the specified range; or in the case of actual expenses within the specified upper limit; enter the cost per night and the number of days for disbursement below. If you do not know the cost per night when applying, please enter an approximate amount. If you purchased or made advanced payment for a package including transport expenses, please indicate as such and register <i>Transport expenses</i> as 0 yen on the next screen.</p>	

5-3. Operations on the application with General Format screen

The following explanation is only for the part where the input content differs from the content of research trip application.

Outlines of invitation (required)

The item *Information of the person in charge of invitation* is different from that in research trip application. If you want to change the person responsible for the invitation, please click on the magnifying glass button. Other items are the same as in research trip application.

Outlines of invitation

Invitation type: Research-Overseas

Apply No. for invitations:

Application Date: 2019/04/11

Applicant's name: 教員 1

Applicant's Affiliation: 政治経済学部

Info of the person in charge of invitation

Name: 教員 1

Faculty/Student/Contractor's ID: 0000251710

Affiliation's Name: 政治経済学部

Affiliation Code: 40100

Name of Status: Professor

Status: 111

e-mail address: kohno@waseda.jp

Outlines of invitation

Purpose/Outline of visit: 国際会議

Reason of delayed application:




I request for ticket arrangement for Waseda University Academic Solutions Corporation (WAS).
☐ Request for ticket arrangement

No.	Item	Input content	Required
1	Name	The name of the faculty member selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>
2	Affiliation's Name	The affiliation of the faculty member selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>
3	Name of Status	The status of the faculty member selected on the search screen for <i>Applicant or faculty/student/external party</i> .	<input type="radio"/>


Outlines of duties (required)


Since the item *Purpose* is different here from that in *Research trip application*, please select the corresponding purpose. Other items are the same as in *Research trip application*.

Register outlines of this trip[ZBE020S010]

Period of Duties  2019/04/11  ~ 2019/04/11 



Enter (Academic) conference's name and the Status in the society for trips for Academic conference and enter Institution's name for research trips.
Select the magnifying glass icon to select the Institution/ (Academic) Conference's Name or its Address.

Institution's/ (Academic) conference's name 

Institution's Address 

Purpose ☐ International conference etc. ☐ Joint research ☐ Research meeting ☐ Research guidance ☐ Others



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


 


Information of the expenses equivalent to accommodations costs (required)


The input screen *Register Accommodations' Costs* is shown below and items related to expenses equivalent to accommodation costs are explained thereafter.


Register Accommodations' Costs[ZBE040S010]

Date 2019/04/11  ~ 2019/04/11 

Use of Package Tour  ☐

Payment recipient 

Register details of payment recipient 



Calculation Guidelines for Travel Expenses 

Allowable limit (for reference)

Unit price

days/nights

Amount of Expenses

No.	Item	Input content	Input required
2	Date	Enter the start and end dates of the period in which accommodation is needed. It will be an error if you select any days outside the trip period as entered in traveller's information.	<input type="radio"/>
5	Use of Package Tour	If you have arranged for a package trip (accommodation nights and tickets and Shinkansen as a set), please tick the box and enter the amount.	

6	Payment recipient	<p>Select <i>Payment recipient</i> for accommodation costs. Select the recipient for each item. If there is more than one traveller using the same accommodation, select <i>Per Traveller/Invitee</i> so that all travellers will be paid the same amount. In the case of paying to a vendor, select <i>Others</i> and search for the payment recipient in the <i>Register details of payment recipient</i> screen.</p> <p>Traveller 's name Per Traveller/Invitee WAS Waseda University Co-op Dummy (Account not registered) Other Name of person applied for</p> <p>Note: Select <i>Dummy (Account not registered)</i> for the payment recipient in the case of a traveller whose account is not registered or of an invited person.</p>	○
7	Register details of payment recipient	<p>Search a payment recipient if you selected <i>Other</i> under <i>Payment recipient</i>. Contractors can be searched from three categories of vendors, dummies and Division.</p>	
8	Calculation method	Select from among actual amount, specified maximum amount, set unit price, or no payment.	
	Allowable limit (for reference)	The value of the stipulated maximum amount in accordance with the category of the invited person, as a reference.	
9	Unit price	<p>Enter the number of nights of accommodation. Note: If the amount is not finalized for some reason (such as foreign exchange), enter the approximate unit price of accommodation. (Zero yen input is not permitted.)</p>	
10	days/nights	Enter the number of nights' accommodation.	
11	Amount of Expenses	Calculate the total accommodation expenses based on the inputted unit price and number of days/nights.	

6. Report of research trip/invitation [for both research trips and invitations]

A report of research trip/invitation is required for each business traveler. At the time of final approval of the trip report, the report is automatically linked to the financial system, and travel expenses (such as daily allowances, miscellaneous expenses, reimbursement expenses) are paid. The report can be inputted by either the traveller or the applicant for the trip.

6-1. Report input items

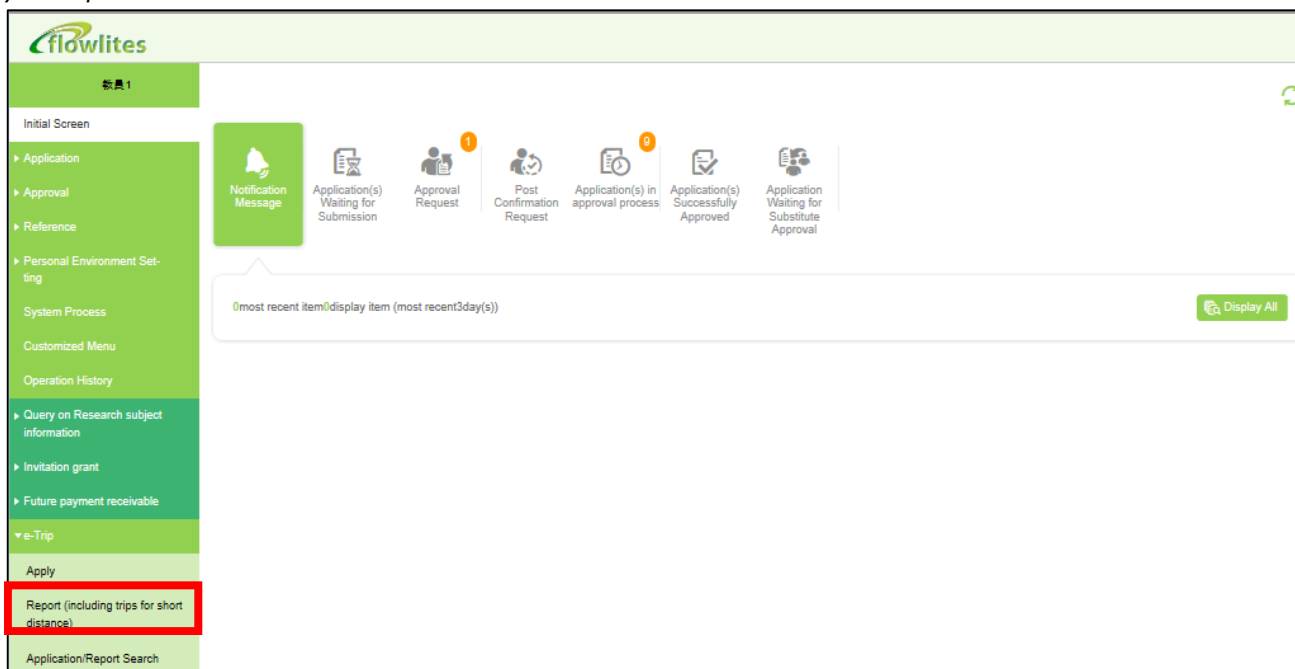
The table below explains the input items for the trip report. As the contents entered at the time of trip application will be copied, the items to be newly entered will be the two items *Summary of the report* and *Detailed outlines of duties*. Other items will only be entered if they are being added or changed at the time of reporting.

No.	Item	Input content
1	Outlines of trip	Application summary: Copy and display the trip outline registered at the time of the approval of the trip. Report summary: Enter here if the trip purpose or summary has been modified since the time of the approval of the trip, or if the trip has been cancelled.
2	Traveller's information	Copy and display the traveller information registered at the time of the approval of the trip. It is permissible to modify the information if the trip period or the traveller has changed. If the number of travellers has increased (e.g., from two travellers to three), it is necessary to apply for the trip for the additional traveller(s).
3	Outlines of duties	Outlines of duties: Copy and display the outline of duties registered at the time of the approval of the trip. It is permissible to add, modify or delete entries. Detailed outlines of duties: Fill in the details of duties at the destination for each day of the trip.
4	Amount registered at the time of application	Copy and display the expenses information registered at the time of the approval of the trip.
5	Route information	Copy and display the route information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
6	Accommodation costs information	Copy and display the accommodation costs information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
7	Daily allowance	Copy and display the daily allowance information registered at the time

	Information	of the approval of the trip. It is permissible to add, modify or delete entries.
8	Other expenses information	Copy and display any other expenses information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
9	Subsidy from other organization	Copy and display any subsidy from other organization information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
10	Calculation criteria for income tax	Copy and display the calculation criteria for income tax registered at the time of the approval of the trip. It is permissible to add, modify or delete the entries.
11	Set budget for expenses	Copy and display the budget amount for expenses set at the time of the approval of the trip. It is permissible to add, modify or delete the entries.
12	Payment recipient information	Copy and display the payment recipient information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
13	Supplementary note	Copy and display any supplementary notes registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.

6-2. Launch the report screen

Log in to MyWaseda, start *e-Trip* on the left menu of the global *Corporate Management* menu. After startup, select *Report (including trips for short distance)* under *e-Trip* on the left menu to open the *Select your operation* screen.



Select your operation

Select one of the following application modes, depending on the content of your application, and click on the *Continue* button.

Report

1. Create a new report/Cancel a trip/invitation

☒ 1. Enter Trip Report
☐ 2. Report on Invitation
☐ 3. Trips for Short Distance

2. Continue with a created report.

☐ 1. Report with a declined/canceled/saved data

Continue

No.	Report method	Use
1	Enter Trip Report	Click this button to enter your trip report.
2	Report on Invitation	Click this button to enter your report of the invitation.

3	Trips for Short Distance	Click this button to enter your report as a short distance trip. This is not used for trips for school affairs or training.
4	Report with declined/ canceled/saved data	Click this button to report based on declined/cancelled/temporarily saved status.

To enter a trip report the following requirements must be met:

1. The trip application must have been approved.
2. The trip period must be over.

First select a report method and select the target research trip application from the application/report list. At the time of initial display, the application submitted by the login user is displayed. If you want to enter a trip report made by somebody else or for somebody else, such as a proxy report, change the search criteria and search for the relevant application type. (Clicking on the “▼” beside the search criteria section it will display the search criteria.)

Application/Report Search[ZBS070S020]

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

This screen is for creating a new report.
 Select the Application No. (blue hyperlink) to be reported.
 *The applications listed are done with final approval.

Search criteria ▼

Search result

	Application	Period	Institution's/ (Academic) conf...	Institution's add...	Purpose
1	1800016000	2019/03/26~2019/03/28		長野県長野市	研究出張,その他

Click on the blue link to open the report for input.

6-3. Operation of the report screen

Summary of the report

Enter if the trip purpose or outline has been added to or changed since the time of the trip application approval, or if the trip has been cancelled. The entry screen is shown below and items of the trip report summary are explained thereafter.

Cancellation of trip/invitation

When cancelling a trip/invitation, select 'Cancellation of trip/invitation' and then select 'Submit.'
(After 'Cancellation of trip/invitation' is selected, all the expenses registered in the application will be cleared. If any claimable cancelling charge occurred, register it as Other Expenses.)

Evidence Info. (Tick the following if applicable.)

☒ Any additional paper-based evidences
*Submit paper-based evidences with an e-mail sent when this application is completed as a front cover to the persons in charge of the funds immediately.

Outlines of trip

Trip type
Research-Domestic
Report No.
Date
2019/04/11

Name
教員 1
Affiliation
政治経済学部

Purpose/Outline of visit
研究出張, その他

No.	Item	Input content	Input required
1	<div>Cancellation of trip/invitation</div>	<p>Select <i>Cancellation of trip/invitation</i> when the entire trip has been cancelled. When you click on this button, route information, accommodation costs information, and daily allowance information copied from the information registered at the time of approval for the trip will be cleared.</p> <p>Note: If the trip was cancelled after the approval of the trip was obtained, the trip/invitation cancellation procedures can be completed after the trip period has ended.</p>	
2	Purpose/Outline of visit	Enter if the purpose or the outline has been changed since the time of the travel application approval.	○ (if it has been modified)
3	Reason for cancellation of the trip or modification of the itinerary	Enter reason for trip cancellation or itinerary change. Entry is required in the case of cancellation of a trip or an invitation.	

Outlines of duties

Fill in the detailed outline of duties to create your business trip report.

+

Add

✎

Modify

🗑

Delete

From	To	Institution to vis...	Address	Purpose	Status in the co...
03/26	03/28		長野県長野市	研究出張,その他	

Detailed Outlines of duties

*Register details about how the duties relate to the research funds.

*Only 1,000 characters can be registered. If over 1,000 characters are entered, a message will be displayed. In that case, report about it with related documents.

*For conferences/meetings, enter the name and affiliation of the participants.

*In principle, the duties are expected to be reported per day, however, the expression such as 'from yyyy/mm/dd to yyyy/mm/dd:' is also acceptable for long-term trips. When the report cannot be expressed in the column, report with attached files (optional).

2019/03/26 :

2019/03/27 :

2019/03/28 :

No.	Item	Input content	Input required
1	Detailed outlines of duties	Enter the detailed outline in order to report the duties during the trip. If the dates of the trip period are initially displayed, please enter the details for each day.	○

Amount of expenses registered at the time of application, and additional expenses

This is a list of expenses registered at the time of approval for the application. Such expense items are displayed in gray in each input area (such as transportation route information). If expenses are added, modified or deleted during trip (see Note), please enter that information when reporting the trip so as to settle the account. (The operation method here is omitted since it is the same as that for trip application).

Note:

Any expenses incurred in association with the trip must be entered at the time of the trip application and approval must be obtained. However, if due to unavoidable circumstances, expenses need to be added, modified or deleted, such additional input related to expenses may be done at the time of reporting the trip.

Example: I would like to be reimbursed for the city tax included in what I paid for accommodation during my overseas trip.

→ Please enter the amount of city tax you have paid (in yen) in the following section 6-4 and submit the receipt as evidence.

Amount registered at applying								
Expense t...	From	To	Transport...	Payment...	Fiscal Yea...	Division	Project/ Research Project_name	Amou
宿泊費	03/26	03/28	長野県長野...	教員1	2018	政治経済学部 教員1	BA0100000000/個人研究費	
日当	03/26	03/28	長野県長野...	教員1	2018	政治経済学部 教員1	BA0100000000/個人研究費	
交通費	03/28	03/28	Shinkans...	教員1	2018	政治経済学部 教員1	BA0100000000/個人研究費	
交通費	03/26	03/26	Airplane	教員1	2018	政治経済学部 教員1	BA0100000000/個人研究費	
交通費	03/28	03/28	Airplane	教員1	2018	政治経済学部 教員1	BA0100000000/個人研究費	
< >								
Route Info.								
<div> Add Modify Delete </div>								
Traveller/Invitee	Departure D...	Arrival Date	Public Transport...	Starting Place	Arrival Place	Use of IC cards	Use of Student...	Payment
教員1	03/28 00:00	03/28 00:00	Shinkansen/Exp...	長野	早稲田(東京駅口)			教員1
教員1	03/26 00:00	03/26 00:00	Airplane	早稲田(東京駅口)	長野			教員1
教員1	03/28 00:00	03/28 00:00	Airplane	長野	早稲田(東京駅口)			教員1
< >								

6-4. Submission of vouchers

Please refer to 7. *Post-application and post-report responses*.

7. Post-application and post-report responses [for both research trips and invitations]

7-1. Paper media submission

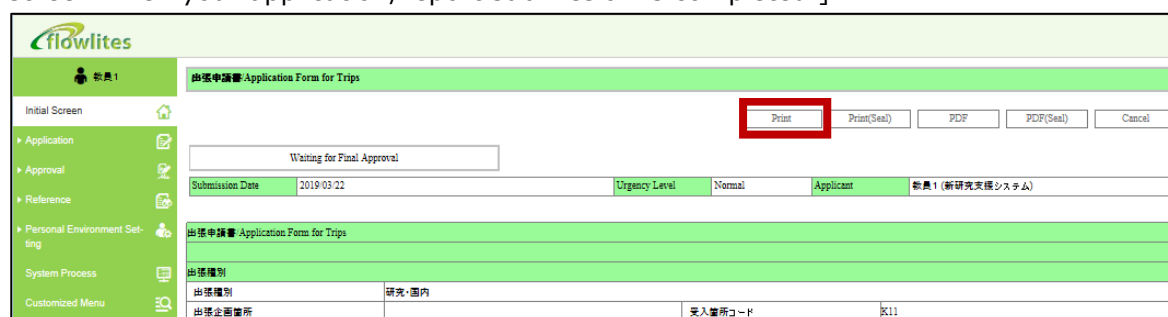
When you submit accompanying paper documents at the time of your application or report, please submit them to administrative staff along with the following materials, to ensure that the paper materials are linked to your application and report.

- Print of your notification email (sent from the system to the applicant upon completion of the application/report submission)

Instead of a printed email, it is permissible to submit the following:

- A print of the application/report submission completion screen

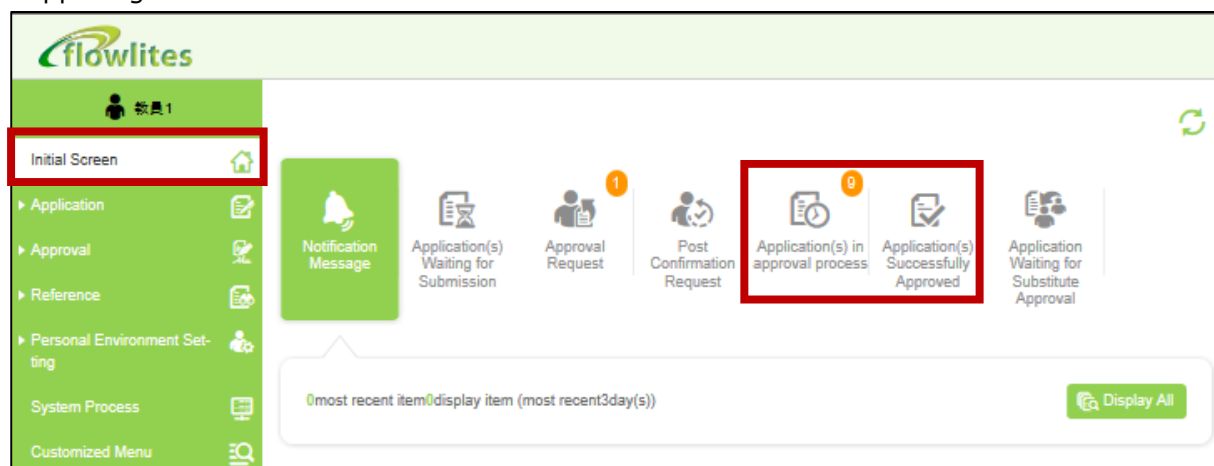
[You can print the submission completion screen by clicking on *Print* button at the top right of the screen when your application/report submission is completed.]



When you call the submission completion screen later, please operate as follows (screen shown below).

Initial screen selection on the left menu → *Application(s) in approval process* (or *Application Successfully Approved*) on the top menu

→ Select the applicable *Apply Report* → In the screen that appears, select the *Print* button on the upper right



If it has been a long time since you submitted, it will not be displayed on the initial screen. In that case, select *Show all* and then search for *Change the Search criteria*.

7-2. Modification and cancellation of a trip plan

The applicant cannot change the application information after submission of the research trip/ invitation application. Therefore, if there is any change in content of the application or cancellation of a business trip, please take the following actions.

Change the content of an application: If the application's final approval is not complete

If the submitted trip application has NOT been finally approved, the approver can change the information. Please first contact the division where the approval is currently in process (this can be checked via e-Trip) and request them to change the information. If you cannot find the approving division, contact your affiliated department office.

At that time, please provide your office with the information needed to find your application, e.g., the traveller's name and the a trip application number.

Change the content of an application: If the application's final approval has been completed

Once a submitted trip application has been approved, the application information cannot be changed. When you create a business trip report, the information registered at the time of the application will be displayed, so you can change the information before submitting your trip report.

Cancel an application: If final approval of the application has NOT been completed

If the submitted trip application has NOT been finally approved, the approver can cancel the application. Please first contact the division where the approval is currently in process (this can be checked via e-Trip,) and request that they cancel the application. If you cannot find the approving division, contact your affiliated department office.

At that time, please provide your office with the information needed to find your application, e.g., the traveller's name and the trip application number.

Cancel an application: If the application's final approval has been completed

Once a submitted trip application has been approved, cancelling the application is not permissible, so click on the *Cancellation of trip/invitation* button displayed on the *Trip Report* screen (shown below) and cancel via e-Trip.

7-3. Email notification timing and content

At the time of trip application
<p>1. Trip purpose:</p> <ul style="list-style-type: none"> - Business trip: _____ - Leisure trip: _____ - Other: _____
<p>2. Travel dates:</p> <p>Start date: _____ End date: _____</p>
<p>3. Destination:</p> <p>Country: _____ City: _____</p>
<p>4. Estimated costs:</p> <p>Total estimated cost: _____</p>
<p>5. Additional information:</p> <p>_____</p>

77/89

Approving person	At the time of receipt of the approval request (each case)	Approve request notification
------------------	------------------------------------------------------------	------------------------------

At the time of submitting a trip report

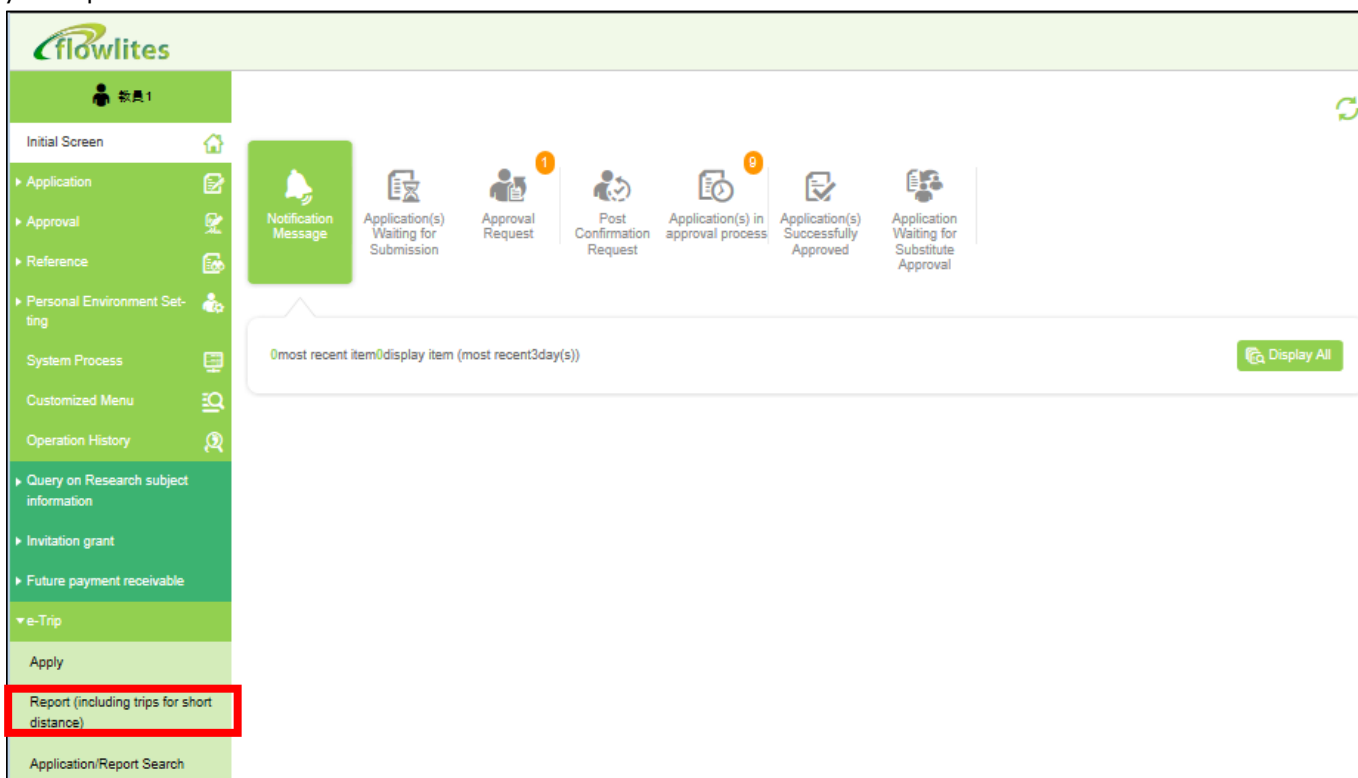
Destination	Transmission timing	Email subject line
Applicant	At the time of application (each case)	【出張/招聘申請通知】申請/報告番号 【Notification for Trip/Invitation Application】 Application/Report No : xxxxxxxxxx
	At the time of withdrawal of the application (each case)	【 Enter Trip Report 】 Send back notification
	At the time of final approval (each case)	【出張報告承認通知/Approval Notice】報告番号 /Report No. : [xxxxxxxxxxxx]
Traveller	At the time of final approval (each case)	
Budget holder	At the time of final approval (each case)	
Those who made advance payment	The day after the payment process is completed, if there are expenses for reimbursement	立替経費等の入金予定情報のお知らせ(Payment receivable information about advanced purchase.)
Approving person	Notification of the number of items approved at 8:00 A.M., if there are one or more items not approved	Approve request notification

8. Reporting Short Distance Trips

8-1. Reporting short distance trips (startup method)

For trips less than 80 km from the starting point (according to route search), *Report Trips for Short Distance* can be selected instead of regular research trip application/report.

Log in to MyWaseda, start e-Trip from the left menu of *Corporate Management* in the *Global* menu. Select *Report (including Report Trips for Short Distance)* on the left menu of the e-Trip screen to open your operation screen.



Select your operation

To create a short distance trip report, select 3. *Trips for Short Distance* and click on the *Continue* button.

The image shows a 'Report' form within the application. It is divided into two main sections. The first section, '1. Create a new report/Cancel a trip/invitation', contains three radio button options. The first option, '1. Enter Trip Report', is selected. The second option is '2. Report on Invitation', and the third is '3. Trips for Short Distance', which is highlighted with a red rectangular box. The second section, '2. Continue with a created report.', contains one radio button option: '1. Report with a declined/canceled/saved data'. At the bottom right of the form, there is a green button labeled 'Continue'.

The information about the applicant has been already set in *Outlines of trip*. Please note that only the traveller can submit a short distance trip report: proxy applications are not permissible.

8-2. Entry items for *Report Trips for Short Distance*

No.	Item	Input content
1	Outlines of trip	Application summary: Copy and display the trip outline registered at the time of the approval of the trip. Report summary: Enter here if the trip purpose or summary has been modified since the time of the approval of the trip, or if the trip has been cancelled.
2	Traveller's information	Copy and display the traveller information registered at the time of the approval of the trip. It is permissible to modify the information if the trip period or the traveller has changed. If the number of travellers has increased (e.g., from two travellers to three), it is necessary to apply for the trip for the additional traveller(s).
3	Outlines of duties	Outlines of duties: Copy and display the outline of duties registered at the time of the approval of the trip. It is permissible to add, modify or delete entries. Detailed outlines of duties: Fill in the details of duties at the destination for each day of the trip.
4	Amount registered at the time of application	Copy and display the expenses information registered at the time of the approval of the trip.
5	Route information	Copy and display the route information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
6	Accommodation costs information	Copy and display the accommodation costs information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
7	Daily allowance Information	Copy and display the daily allowance information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
8	Other Expenses Information	Copy and display any other expenses information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
9	Subsidy from other organization	Copy and display any subsidy from other organization information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.

10	Calculation criteria for income tax	Copy and display the calculation criteria for income tax registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
11	Set budget for expenses	Copy and display the budget amount for expenses set at the time of the approval of the trip. It is permissible to add, modify or delete entries.
12	Payment recipient information	Copy and display the payment recipient information registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.
13	Supplementary note	Copy and display any supplementary notes registered at the time of the approval of the trip. It is permissible to add, modify or delete entries.

Evidence Info. (Tick the following if applicable.)

☐ Any additional paper-based evidences
 *Submit paper-based evidences with an e-mail sent when this application is completed as a front cover to the persons in charge of the funds immediately.

Outlines of trip

Trip type: Research Report No.: Date: 2019/04/11

Name: 教員 1 Affiliation: 政治経済学部

Traveller's info.

Reporter/External party: Reporter (Yourself)

Name: 教員 1 Faculty/Student/Contractor's ID: 0000251710

Affiliation's Name: 政治経済学部 Affiliation Code: 40100

Name of Status: Professor Status: 111

e-mail address: kohno@waseda.jp

Click on the *Add* button in the *Outlines of duties* section to start up the information entry screen, and enter information about the business performed in the short distance trip.

Outlines of duties

Add Modify Delete

#	Date	Place to visit (Name of its ins...)	Purpose/Report of the trip	Amount of E...
ID for...	Public Transport...	Starting Place	Arrival Place	Use of IC cards
			Flight No./Route...	Reason for takin...
				Reason for taking a taxi/rental c

< >

Enter information in the *Date*, *Place to visit*, and *Purpose/Report of the trip* section, and click on the *Add* button in the *Route Information* section to open the route entry screen.

Register outlines of this trip[ZBT030S020]

Date: 2019/04/11

Place to visit: **大学

Purpose/Report of the trip: **研究室で発表

Route Info.

Public Transport...	Starting Place	Arrival Place	Use of IC cards	Use of Student...	Flight No./Route...	Reason
<div> <div>Return</div> <div>Confirm</div> </div>						

Total Amount of Expenses: 0

Depending on the travel route used, select *Register route traveling by train/bus* using *Ekispert* or *Register route traveling by taxi/car rental/charter car*.

Example: In case of travel by railway/bus (*Ekispert*)

Enter the station names in *Starting Place* and *Arrival Place* and click on the *Search for routes* button.

Register routes in this trip[ZBE030S020]

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

[Route Entry in progress]

*The registered routes are displayed in order of its Departure Date.
The routes may be displayed not in order of the actual journey because of the time difference for overseas trips, however, continue your process since it does not affect the following process.

Public Transportation: Register routes with taking Shinkansen/Express/IR/Bus with Ekispert Search *for domestic only

*When the Depart/Return routes are the same, the routes for round trip will be registered by selecting 'Apply for the Round Trip.'

*Register routes through 'Register routes with other transportations other than those above' if a suitable option for stations or searched route (such as routes overseas, or routes with airport shuttle bus).

*When the route includes both with/without taking an airplane.

☒ Apply for the Round Trip
(The Departure/Return routes can be registered at the same time.)

Starting Place: 早稲田(東京メトロ)

Arrival Place: 三田(東京都)

Transit Point:

Use of Student Discount: ☐ Use of IC cards: ☐

If the outbound and return routes are the same, tick this box.

Amount of:

75%

Select an appropriate route from among the search results, and then click on the *OK* button.

Ekispert Search[ZBS060S010]

Ekispert Search

Search criteria:
Sorted by Ekispert's standard

Research

OK

Return

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

経路1 2019年4月11日(木)

所要時間 31分(乗車 20分、他 11分) 距離 9.3km

往復運賃 440円 乗り換え 1回

☐ 早稲田(東京メトロ)

10分
4駅
5.1km

東京メトロ東西線

定額券区域

☐ 大手町(東京都)

10分
4駅
4.2km

都営三田線

乗車券 440円


☐ 三田(東京都)

If there is no other route to be inputted, click the *✓ Set [Route Entry in Progress] and close this window* button to complete the registration of the route(s). If you have applied for other routes, click the *✓ Add the route above to the [Registered Routes]* button. In the case of travel by railway or bus, please enter a starting place again and perform an *Ekispert* search.

Register routes in this trip[ZBE030S020]

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

 Return

 Set [Route Entry in progress] and
close this window

[Route Entry in progress]

*The registered routes are displayed in order of its Departure Date.

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


Public Transportation

*When the Depart/Return routes are the same, the routes for round trip will be registered by selecting 'Apply for the Round Trip.'

*Register routes through 'Register routes with other transportations other than those above' if a suitable option for stations or searched route (such as routes overseas, or routes with airport shuttle buses) is not displayed.

*When the route includes both with/without taking an airplane, register the routes only with taking an airplane through 'Register routes with taking an airplane.'

☒ Apply for the Round Trip
(The Departure/Return routes can be registered at once if the routes are the same.)

 Display Starting/Arrival Place's History

Starting Place

11

Arrival Place


Transit Point

Use of
Student Discount



Use of IC cards ☐



 Change the Search
criteria

 Display
route


Amount of Expenses *The amount is for round trip.


Remarks (Flight No./Route Info., etc.)

Ekispart Search result (cheap/fast/convenient)

Route Distance

Any duplicated route with commuter passes?

Reason for taking a shinkansen/limited express 

 Add the route above to the
[Registered Route].

【Example: In the case of travel by taxi or car rental】

Enter a starting place, arrival place and reason for the use. The method of route registration is the same as for travel by railway and bus.

Register routes in this trip[ZBE030S020]

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

[Return](#) [Set \[Route Entry in progress\] and close this window](#)

[Route Entry in progress]

*The registered routes are displayed in order of its Departure Date.
The routes may be displayed not in order of the actual journey because of the time difference for overseas trips, however, continue your process since it does not affect the following process.

Public Transportation:

*Enter the Amount of Expenses directly. (Register 0 yen at applying and the actual amount at reporting if the amount is not yet confirmed at applying.)
*Enter the Reason for taking a taxi/rental car.

☐ Apply for the Round Trip
(The Departure/Return routes can be registered at once if the routes are the same.)

Amount of Expenses:

[Display Starting/Arrival Place's History](#)

Starting Place: [11](#)

Arrival Place:

Transit Point:

Remarks (Flight No./Route):

Reason for or upgrading seats:

[Add the route above to the \[Registered Route\].](#)

Check that the route has been selected correctly for the inputted business. If all is correct, click on the **✓ Confirm** button.

Register outlines of this trip[ZBT030S020]

Date: [Date](#)

Place to visit:

Purpose/Report of the trip:

Route Info.

[Add](#) [Modify](#) [Delete](#)

Public Transport...	Starting Place	Arrival Place	Use of IC cards	Use of Student...	Flight No./Route...	Reason for takin...	Reason for taking a ta
Shinkansen/Exp...	早稲田(東京外口)	三田(東京都)			東京外口東西線、...		
Shinkansen/Exp...	三田(東京都)	早稲田(東京外口)			都営三田線、大手...		

[Return](#) [Confirm](#)

Total Amount of Expenses:

If you want to make corrections, select the relevant record and click on the *Modify* button. When the routes registration screen is displayed again, enter the corrections to the route information.

Register outlines of this trip[ZBT030S020]

Date: 2019/04/11

Place to visit: ** 大学

Purpose/Report of the trip: ** 研究所での資料収集

Route Info.

Public Transport...	Starting Place	Arrival Place	Use of IC cards	Use of Student...	Flight No./Route...	Reason for takin...	Reason for taking a ta
Shinkansen/Exp...	早稲田(東京外口)	三田(東京都)			東京外口東西線、...		
Shinkansen/Exp...	三田(東京都)	早稲田(東京外口)			都営三田線、大手...		

Total Amount of Expenses: 440

Note:

In Ekispert there is no information for some stations and routes, as in the case of fixed route buses. If you cannot obtain the desired result from Ekispert, do not press the Ekispert search button; rather, enter as shown below and click on the Register button. However, if the route is included in the route covered by Commutation Allowance supply provided to the traveller, please do not enter it, so as to prevent double payment (since it is not possible to exclude commutation routes systematically).

If you have some subsidy from another organization, please enter the information (such as the institution's name) in the same manner as when applying for a regular trip.

Subsidy from other organization

If multiple persons going on this trip are registered, specify who receives subsidy from other organization.

Institution's Name:
 Content and amount:

Select the research expenses to be used in *Report Trips for Short Distance*. As with a regular trip application, click on the *Funds Selection* button; a list of the applicant's budgets will be displayed.

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 select.)

"International academic conference subsidy" will be distributed individually at the first use.
 When there is no indication in the search result for funds, please write in the column of '2. Details regarding to funds/Notes to approvers' below that you will use "International academic conference subsidy."

Division to approve the usage of funds

Selected Funds

In the displayed list , tick the box for your budget, and then click the *Select* button.

Search for Fund[ZBS030S010]

Search criteria

Fiscal Year: 2019
 Division code:
 Project/ Research Project No:
 Project/ Research Project_name:
 Faculty No: 0000251710
 Faculty name: 教員 1
 Organization which provides subsidy:

Search result

	<input type="checkbox"/>	Fiscal Yea...	Division	Project/ Research P...	Project/ Research Project_name
1	<input type="checkbox"/>	2019	政治経済学部 教員 1	BA0500000000	海外出張補助
2	<input checked="" type="checkbox"/>	2019	政治経済学部 教員 1	BA0100000000	個人研究費
3	<input type="checkbox"/>	2019	政治経済学部 教員 1	BA0500000000	学会出張補助
4	<input type="checkbox"/>	2019	政治経済学部 教員 1	BA0600000000	海外学会出張補助

Items 1 to 4 are displayed, out of 4.

Click on the *Confirm* button.

Select funds/division to approve the usage of funds[ZBX400S010]

Fund Info.

 Add  Delete

<input type="checkbox"/>	Fiscal Yea...	Division	Project/ Researc...	Project/ Research Project_...	Abbrevi...	Researc...	Organization w...	Approver's name
<input type="checkbox"/>	2019	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

 Return 

In applications for short distance trips, the payment may only be made to the applicant, so it is not necessary to enter anything in the *Payment Recipient Information* section.

Payment Recipient Info.

Payment recipie...	Payment recipient na...	Payment amoun...	Payment met...	Invoice No.	Pay on the desig...	Scheduled paym...	Reason to change
W251710		440	Transfer			2019/04/26	

Reason for exceeding the allowable limit

If you wish to send a message or make an inquiry to administrative staff, input it in the *Supplementary note*.

Supplementary note

*1. The amount stated on the left will be transferred to the bank account of the traveller.
 *2. It is not permissible for a research representative to pay out-of-pocket for the traveler.
 *3. Waseda students should carefully note item 4 of "Settlement method" on the back of this form, before completing this form.
 *Settlement method (applicants may use either this report or 'Apply for a trip' screen)
 1. Please complete this report if the trip distance from departure is less than 80 kilometers, and settle its expenses by attaching a brief travel report. If the trip requires accommodations or daily allowance, please apply from 'Apply for a trip' screen.
 2. Please aggregate all the trips conducted in one calendar month when preparing this form for submission, in principle. Please be sure to submit the form within the relevant fiscal year.
 3. The inviting person is required to apply from 'Apply for an invitation' screen.
 4. When Waseda students use this report, they must submit a "Notification of Extracurricular Activities" seven days (not counting non-working days at the university) prior to the trip so as to be covered by the Waseda University Student Compensation System (compensation for injury).

The rest of the process for application and submission is the same as for regular trip reports.

9. Other

9-1. Apply with reference to previous submissions

It is possible to copy the contents of previous applications and use them to make another application via e-Trip. Please refer to 2-1. *Launch the application screen.*

The following items require confirmation of the information each time you apply, so that information will not be copied even if you apply using previously entered data. Please input such information each time you apply.

Setting budget for expenses (in common for all applications)

Information regarding Security Export Control (overseas trips only)

Safety/infectious disease risk information (overseas trips only)

Modify history

20xx / xx / xx Modify

-As to xxx, revised xxx as follows.

【Before】

xxx

【After】

xxx