

To all instructors:

Research Initiative Center

**Guide to Fiscal Year-End Utilization of Personal Research Funds and
Professional Development Funds for Fiscal 2019**

The following provides guidance on fiscal year-end utilization of expenses.

If there are any problems in evidence submitted near the deadline, it may be impossible to use the expense procedure, so please finish with adequate leeway before the deadline.

◇ Deadline for submitting evidence, and who to submit to

Submission deadline	Expense items		Submit to
Friday Mar. 13 17: 00, 2020 [Deadline must be strictly observed]	Goods etc.	Supplies, equipment, books, monetary rewards, printing costs*, outsourcing expenses, etc.	<u>Research Initiative Center</u>
	Travel	Travel expenses	<u>Section in Charge of Travel</u> <u>Expenses</u> <u>(St.Paul's Plaza 3F)</u> (All account statements, and evidence relating to travel expenses)

* When using the Rikkyo Printing Station after the end of February, you may miss the deadline of submission as certain days will be needed for an issuance of an invoice. As the number of required days varies according to the order details, be sure to check with the Research Initiative Center in advance.

◇ Important points for each type of expense

1. Travels expenses

Please submit evidence and account statements for travel expenses, promptly after any work-related travel, to the Section in Charge of Travel Expenses.

1) Expenses for work-related travel in Japan

- Work-related travel requests made using the work flow system (WFS) are subject to settlement if they are input and sent by Friday Mar. 13. The application deadline is the same for work-related travel by persons not belonging to the university. Please submit request forms for payment of travel expenses for persons who cannot apply with the Work Flow System (i.e., persons outside the WFS) by Friday Mar. 13. Please submit account statements and evidential documents to the Section in Charge of Travel Expenses by Friday Mar. 13.

- Items which have been settled together with submission of evidence by the deadline are subject to implementation. For the work-related travel request, please request the Faculty Office or another department to perform input using the work flow system (WFS) in accordance with the plan as early as possible. At that time, fill out the information needed to determine whether or not the travel is appropriate, and submit together with any attached documentation (e.g., time schedule of academic conference or research meeting, or a written statement or reasons).

2) Expenses for work-related travel overseas

- Work-related travel requests made using the work flow system (WFS) are subject to settlement if they are input and sent by Friday Mar. 13. Applications for work-related travel by persons not belonging to the university are handled in the same way.
- The basic procedure is the same as for travel expenses inside Japan.
- The following evidential documents are needed. Please carry out the settlement procedure soon after the travel.

(a) Bill or receipt for air fare (b) Receipt for lodging expenses (c) Schedule (d) Flight schedule (itinerary) issued by airline or travel company (e) Account statement (f) Ticket stubs (or copy of passport)

◆ Settlement of expenses for work-related travel in March ◆

- Recommended method: Request a travel agent to make air ticket and lodging reservations, and submit the bill or receipt to the Section in Charge of Travel Expenses, before departure. → This enables the remaining balance to be determined at an early date.
- When using the Rikkyo Travel Plaza, as a rule please fill out the necessary information in the specified application form at least 3 weeks before traveling, and apply to the Section in Charge of Travel Expenses or Rikkyo Travel Plaza. In this case, there is no need to submit a bill.

Important

If, for unavoidable reasons, input with the work flow system (WFS) will be done on or after Saturday Mar. 14, and submission of evidence for travel expenses will be done on or after Saturday Mar. 14, please consult beforehand with the Research Initiative Center.

2. Part-time staff expenses (hiring part-timers)

- **As a rule, hiring of part-timers shall be covered up to Friday Mar. 13.**

Please approve the WEB time book by 17:00 on Friday, March 13. In case of using the paper version of time book, please submit it to the Personnel Department. (The information can also be sent by FAX.)

If submission of the time book is delayed, there is a risk that determination of the payment amount will not be finished in time, thus making it impossible to achieve correct utilization of the remaining amount. Therefore, be sure to submit by the indicated date.

To ensure that the payment will not exceed the remaining budget amount, please accurately ascertain the remaining amount, and the part-timer work hours. From now on, when applying to use part-timers, please collect the necessary documents, and apply beforehand according to the rules.

Important

When requesting work from part-timers on or after Saturday Mar. 14 in order to carry out research, please notify the Research Initiative Center by the end of February regarding the applicable persons, nature of the work, final work day and other details.

3. Precautions for credit card payment going forward

- Utilization requiring submission of a credit card statement is limited to cases where the card use statement can be obtained by the deadline of Friday Mar. 13, and the date of withdrawal from the account will be within this fiscal year. (If withdrawal will be in April or later, the expenses are excluded.)

If the use statement is not obtained in time, please ask for a separate receipt. A receipt printed out from the website is also acceptable. (This applies to marketplaces such as Amazon, and to air fare, lodging expenses and other travel expenses. Please carefully heed this point.)

4. Confirming the utilization situation (guide to the system for viewing research account ledger)

- The budget utilization situation can be viewed at the home page of Rikkyo University. Please check the utilization situation and remaining amount in the account ledger, and file for utilization as soon as possible. Access is limited to persons with access privileges. (The system can only be accessed from the intranet, not from outside the university.)

URL: <http://www3.rikkyo.ac.jp/research/initiative/aid/>

University home page (Japanese) → 「教職員専用 (at the bottom of the page)」
→ 「リサーチ・イニシアティブセンター (Research Initiative Center)」
→ 「研究助成・補助金 (Research Support and Subsidies)」
→ 「研究収支簿閲覧ログイン (Login to view Research Account Ledger)」

Viewing ID and password: V-Campus ID and password

*If you do not know your V-Campus ID and password, please inquire with the Media Center at 03-3985-2905 (ext. 2905).

5. Notes for implementation

< Personal research funds >

- (1) Payments in excess of the balance (limit) for personal research funds are treated as shown below.
 - (A) Paid in advance: Acceptable (the individual is responsible for paying the amount in excess of the limit); see (16) below.
 - (B) Due to vendors: Not acceptable
- (2) In principle payment may not be made based on a single evidentiary document (such as a receipt) split into personal research funds and other expenses.
- (3) When submitting a postal payment receipt or a bank remittance receipt, attach separate documentation showing the details of such payment, such as a photocopy of the payment sheet (make a copy prior to payment), the bill, or the membership dues remittance notice.
- (4) For payment made in advance by credit card for which no evidentiary documentation similar to that used in payment in advance by cash is available (e.g., orders made via the Internet or items purchased from overseas), attach the (original) credit-card statement. Include the pages of the credit-card statement showing details such as the date of payment for the charge, the account name, and the bank account from which payment for the charge was debited.
- (5) The credit card and the bank account from which payment for the charge was debited must both be in the name of the researcher him or herself. Cards or bank accounts in a family member's name are not acceptable.
- (6) Redeemable certificates such as book cards or gift certificates may not be used (e-money may be used). If a redeemable certificate such as a book card or a gift certificate was used to pay for part of the cost of materials, it will be considered a discount and expenses will be executed for the amount paid in cash only.
- (7) For products purchased from amazon.co.jp, submit the delivery slip (or the packing slip and other enclosed documents if no delivery slip was enclosed) together with the receipt issued from the website for PC use.
- (8) For payments made via PayPal, submit the original receipt. If no original receipt is available, be sure to submit documents that can be used to confirm the details of the transaction, the PayPal statement, and the original credit card statement.
- (9) Reimbursement for cash payment made in advance overseas in foreign currency will be remitted in yen based on the University's specified exchange rate for that month.
- (10) Overseas remittances are eligible if their amounts are equal to 50,000 yen or more. Remittance fees are considered expenditures from research expenses. Any fees for unwinding of funds transfer obligations or related amounts are the responsibility of the individual.
- (11) For purchases made overseas, documentation including statements such as "Received," "Paid," or "Balance 0" are considered receipts. It also must be possible to confirm the date of receipt using such documents.
- (12) Submit receipts from electronics stores using reward points without removing the sections showing whether and how points were used, since those sections of the receipts need to be checked.

- (13) When using reward points for purchases of items such as consumables or books, the amount executed as expenses will be the amount that remains after subtracting the amount corresponding to the use of points.
- (14) Expenditures may not be executed for items considered luxuries. (These include high-priced stationery, such as writing implements costing 2000 yen or more (tax-inclusive), computer cases costing 7,500 yen or more (tax-inclusive), or headphones costing 20,000 yen or more (tax-inclusive). Since other articles also might not be eligible for execution of expenditures depending on amount, consult in advance concerning any high-priced articles.)
- (15) Expenditures may not be executed for items for which it is not possible to differentiate between research use and personal use (such as televisions, telephones, Internet communication costs other than those incurred during business travel, and business card preparing software). However, such expenditures may be executed for printing of business cards. Submit one actual business card together with evidentiary documents for the expenditure.
- (16) Expenditures may not be executed for supplies or education and research equipment for which you covered part of the cost yourself in cash. (They may be executed for cases in which you covered part of the cost yourself using reward points.)
- (17) Expenditures may not be executed for extended warranty costs or maintenance charges for items purchased as consumables, supplies, or education and research equipment.
- (18) Expenditures may not be executed for accident insurance during business travel (although the University does pay some insurance costs).
- (19) When remitting funds through Internet banking, use a printout of the remittance confirmation screen (showing the recipient of the remittance, date, amount, and fees) instead of a remittance receipt.
- (20) Checks may not be used unless a document serving in place of a receipt is issued.
- (21) When paying membership dues over the Internet by credit card, submit a printout of the payment confirmation page and the original credit card statement.
- (22) When paying for purchases COD, affix your seal to the COD receipt showing the date and submit it.
- (23) Expenditures may be executed for antivirus software for one year only. When purchasing such software for multiple years, expenditures will be executed for only one year's portion, dividing the purchase price by the number of years.
- (24) Expenditures may be executed for costs of participation in conferences only when the conferences were held during the current fiscal year. They may not be executed based on evidentiary documents showing payment during the previous fiscal year.
- (25) For execution of expenditures for tickets to museums, theaters, lectures, etc., in principle a receipt and ticket stub are needed. If the ticket stub shows the amount, date, and a "Received" stamp, then it alone is sufficient and a receipt is not necessary.
- (26) Expenditures may not be executed for part-time employment in duties related to education and school administration.

< **Training material expenses** >

- (1) Payments in excess of the balance (limit) for training material expenses are treated as shown below.
 - (A) Paid in advance: Acceptable (the individual is responsible for paying the amount in excess of the limit); see (16) below.
 - (B) Due to vendors: Not acceptable
- (2) In principle payment may not be made based on a single evidentiary document (such as a receipt) split into training material expenses and other expenses.
- (3) ~ (25) Same as personal research funds
- (26) Part-time employment may be covered by expenditures only for employment in tasks such as research and collection of materials in connection with the faculty member's own area of specialization, by lecturers in education. RAs may not be employed using these expenditures.

Note: If you find it difficult to determine whether expenditure of personal research funds or training material expenses is permitted in an individual case, be sure to check with the Research Initiative Center in advance.

6. Contact for inquiries

If your utilization plans will not be in time for the deadline to submit evidence due to factors involving the conduct of your research, please consult with the following persons:

Research Initiative Center, Rikkyo University

Ikebukuro Campus: Nakai, Nara, Kikuchi, Yoshimura TEL: 03-3985-2242, 2953

Niiza Campus: Kojima, Ueki TEL: 048-471-6790, 6901

e-mail: kokenshu@rikkyo.ac.jp