

Regarding evidenced documents required for reimbursement

- Receipts are valid for 3 months. (Counted by month; Example: A receipt dated April 5 must be submitted by the end of July. Submission after August 1 is not valid. However, receipts for travel expenses are calculated from the following dates: Air tickets: Date of boarding, Accommodation fee: Date of accommodation, Package tour fee: From the date of departure of the tour.)
- Please request the vendor to issue accounting documents in the name of "Rikkyo University, your full name". Also, please make sure they put the date on the accounting documents. Please put your own delivery confirmation stamp on the delivery statement in the case of vendor payment or on the receipt in the case of advance payment.
- As for the "payment slip and receipt" of the post office and the "receipt of money transferred" of a bank, please attach a separate document to confirm the details of payment, such as "copy of payment handling slip (Please make a copy before payment)", "invoice", and "membership payment guide".
- For advance payment by credit card, please submit a credit card statement (original) if you cannot obtain the same accounting documents as cash advance payments for online sales or overseas purchases. (Credit cards must be in the user's name. Family cards are not accepted.) If payment is by credit card, but a receipt is available, submitting the credit card statement is not required. Credit card statements are valid for 3 months from the withdrawal date. In addition, please note that for credit card transactions at the end of the academic year, credit card statements must be submitted by the deadline for submission for accounting documents and must be withdrawn within the academic year.
- When advance payments in cash in foreign currencies are made overseas, the payment will be made in yen based on the exchange rate for the month specified by the University.
- Any error or correction in the contents will invalidate the document, so if there is any correction, you will be required to obtain a reissued form.
- If it is generally difficult to understand the need for reimbursement or the relationship to the study, please create an "Expense Rationale form (arbitrary format)" or a "Notification (specified form for travel expenses)".

■ Sample Invoice Format

<div style="text-align: center; border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">Invoice</h3> <p style="margin: 0;">(Month) (Day) 20XX</p> <p style="margin: 0;">Rikkyo University (Your Name)</p> <p style="margin: 0;">1 -2 -3, ΔΔ, ○ ○ -ku, Tokyo</p> <p style="margin: 0;">XXX-XXXX</p> <p style="margin: 0;">TEL: 03-XXXX-XXXX</p> <p style="margin: 0;">□□□□ Co., Ltd. Company Seal</p> <p style="margin: 0;">We request payment of the following amount.</p> <p style="margin: 0; text-align: center;"><u>Payment due: ¥50,000</u></p> <p style="margin: 0;">Details</p> <p style="margin: 0;">_____</p> <p style="margin: 0;">_____</p> <p style="margin: 0;">_____</p> </div>	<p><Required information></p> <p><u>(1) Invoice date</u> Make sure to ask the vendor to fill this in. *If the date cannot be confirmed or there is an error, it will not be accepted.</p> <p><u>(2) Addressee</u> Make sure to ask the vendor to fill in the University name and your name. *Those without the name of the University are not accepted.</p> <p><u>(3) Name and seal of the invoicing vendor</u> The name of the vendor shall be entered and the company seal shall be affixed. *Please contact the Research Center if there is no company seal on a foreign company or web invoice.</p> <p><u>(4) Invoice Amount</u></p> <p><u>(5) Details</u> List the details of the invoice, such as product name, quantity, and unit price. *If there is no detailed description, please attach the description separately.</p>
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■ Sample Receipt Format

Receipt

(Month) (Day) 20XX

Rikkyo University (Your Name) stamp

1 -2 -3, ΔΔ, ○ ○ -ku, Tokyo

XXX-XXXX

TEL: 03-XXXX-XXXX

□□□□ Co., Ltd. Company Seal

Amount ¥44,000 -

I have received the above amount.

Details

<Required information>

(1) Date of receipt

Make sure to ask the vendor to fill this in.

*If the date cannot be confirmed or there is an error, it will not be accepted.

(2) Addressee (+ Personal stamp)

Please ask the vendor to fill in your name and University name, and put your seal on it before submitting it.

(3) Name and company seal of the vendor receiving payment

The name of the vendor shall be entered and the company seal shall be affixed.

*Please contact the Research Center if there is no company seal on a foreign company or web invoice.

(4) Amount of receipt

(5) Details (or remarks)

List the details of the invoice, such as product name, quantity, and unit price.

*If there is no detailed description, please attach the description separately.

<Cases where receipts, etc. are not issued>

- When a transfer is made via online banking, the output of the transfer confirmation screen (payee, date, amount, handling fee, etc.) will be used as a substitute for the receipt of the transfer.
- If you paid via PayPal, please submit the original receipt. If you do not have the original receipt, please be sure to submit a document that confirms the transaction details (conversion rates, etc.), PayPal statement and credit card statement (original, in principle).
- When a receipt is not issued due to online sales, overseas purchases, etc., for advance payment by credit card, the output document (seal required) on the credit card settlement confirmation screen will be used as a substitute for the receipt. If this is not available, please submit your credit card statement (original, in principle).

<Addressee name and other information on receipts> (Requests and communications at the Deans' Council on March 20, 2014)

- A receipt for research funds must have (1) "Rikkyo University" (or "Rikkyo Gakuin") and (2) the seal of the person who paid for it affixed to the addressee column.
- In the following cases, the description of "Rikkyo University" (or "Rikkyo Gakuin") is not required.
 - (1) Receipts issued outside Japan
 - (2) There is no addressee column on the receipt.
 - (3) Receipts issued by Amazon or other online stores
 - (4) A train or bus ticket, a hotel (Name is mandatory), or a receipt issued from an automatic ticket machine.
 - (5) Credit card statements and bank transfer forms (Name is mandatory)

To improve the convenience of researchers and ensure accounting transparency, please use invoice settlement, which does not require a lot of accounting documents. Also, if you have no choice but to pay in advance, please proceed with reimbursement as soon as possible.