



## 1. Items Covered by the CDB

### Airfare to Japan

The CDB will, in principle, reimburse the price of a discount economy class fixed ticket for a reasonable route from the airport closest to your institute to Kansai International Airport. Use of Itami or Kobe Airport via Narita or Haneda Airport is permitted only if there are no direct flights to Kansai International Airport. Stopovers for personal matters are not permitted except for making necessary connections.

## 2. Reimbursement Procedures

### 1) Purchase the airline ticket

Purchase the ticket either from CDB-appointed travel agency or on your own.

- I. If you choose to have the airline tickets arranged by CDB-appointed travel agency, please contact the travel agency directly and inform them that you have been introduced by RIKEN CDB. The airfare will be settled directly by the CDB.

[CDB-appointed travel agency]  
To be informed

- II. If you choose to arrange the ticket by yourself, the CDB will reimburse you for the expense after the event. Please obtain the itinerary indicating the fare from your travel agency and send it to us either by email [sympo2015@cdb.riken.jp] or by fax [+81-78-306-3090] at least 1 month before the actual event. You can only purchase your ticket after receiving a confirmation from the CDB administrative staff. After obtaining your flight ticket, please fill in and send the attached **Bank Transfer Information** sheet via email.

### 2) Submit necessary documents on the event day

On the event day, submit the following documents for reimbursement;

\*If your airline ticket is arranged by the CDB-appointed travel agency, no documents are necessary.

- a) Document that indicates itinerary and actual payment (ORIGINAL copy of a receipt).
- b) Boarding pass stub of your onward flight(s).

*Note that if the necessary documents have not been received by CDB administrative staff within two (2) weeks after the event has finished, reimbursements will not be made.*

### 3) Payments

Reimbursements will be made by bank transfer after the actual event.

## 3. Accommodation Fee

Your accommodation will be arranged by the CDB administrative staff, with payments being settled by the CDB. CDB will cover your accommodation for the meeting period, up to four nights (March 9th to March 12th) at the CDB-appointed accommodation below.

[CDB-appointed hotel]  
HOTEL PEARL CITY KOBE  
7-5-1, Minatojima-nakamachi, Chuo-ku  
Kobe 650-0046, Japan  
TEL: 81-78-303-0100 / FAX: 81-78-303-0211

## 4. Cancellation Policy

If no suitable reasons are provided to the CDB to cover the cost of flight cancellation, the cost must be borne by the relevant individual.

Any cancellation charges incurred from cancelling the accommodation booking without notifying the CDB in advance with suitable reasons will be borne by the individual.

# Bank Transfer Information

## 1. Bank Information

Beneficiary's Name

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Beneficiary's Address

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Bank Name

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Branch Name

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Beneficiary's Account No.

(IBAN code is required for transfer of Euro to EMU/EU countries.)

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Routing number: [BIC(SWIFT), ABA, SORT CODE, BSB, etc]

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Bank Address

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## 2. Preferred Currency

USD (\$)

EUR (€)

JPY (¥)

Other (\_\_\_\_\_)