



RIKEN Center for Developmental Biology Guidelines for Reimbursement of Travel Expenses

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.

In order to receive full reimbursement, you must leave Japan on or before Saturday, March 31, 2018. If you depart after Sunday, April 1, only half of the flight expenses will be reimbursed.

2. Reimbursement Procedures

1) Purchase the airline ticket

Purchase the ticket either from CDB-appointed travel agency below 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 [sympo2018@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

Send the following documents for reimbursement by **Monday, April 2**;

*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 both onward and outward flight.

*Note that if the necessary documents have not been received by CDB administrative staff by **Monday, April 2**, reimbursements will not be made.*

<Address>
CDB Meeting Office
RIKEN Center for Developmental Biology (CDB)
2-2-3, Minatojima-minamimachi, Chuo-ku
Kobe 650-0047, Japan

3) Payments

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

3. Accommodation Fee

Maximum of up to 20,000 JPY (@5,000JPY) will be reimbursed to your bank account after the event.

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.

Bank Information
for overseas remittance of honorariums and travel expenses

1. Beneficiary's name

Account name: _____

Full name (Please spell out your middle name(s) if it's abbreviated in the account name.)

2. Beneficiary's address, country

3. Beneficiary's bank name

4. Bank branch name

5. Bank address, country

6. Account and IBAN numbers
(1) Beneficiary's Account No.

(2) IBAN (International Bank Account No.*

7. SWIFT CODE (BIC CODE)

8. Transfer currency

9. Other (Routing number or sort code, bank code, etc.)

***IBAN (International Bank Account Number)**

This code number is required for bank transfers to most countries in Europe and to Cyprus, Tunisia, and Turkey. The IBAN code is NOT required for bank transfers to Albania, Ukraine, San Marino, the Vatican, Belarus, Monaco, Moldova, Montenegro, or Russia. Failure to include the IBAN code can delay the transfer of funds, lead to additional handling fees, and cause the transfer to be rejected or even result in the lost of the transfer funds.