

Ritsumeikan University Financial Aid
for Intercultural Exchange

Application Guidelines and
Handbook for Financial Aid Implementation



Ritsumeikan University International Center

<Fall Semester AY 2024 >

For inquiries: [Online Support System](#)



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I . Overview

The Ritsumeikan University Financial Aid for Intercultural Exchange (hereinafter “Financial Aid”) is a subsidy established to financially support extracurricular intercultural exchange activities initiated by individual students and student groups.

II . Schedule and application documents

Application period	From 26 September 2024, 9:00 AM to 1 October 2024, 5:00PM
Application documents (submit in data format)	<p>■ Required to be submitted by all applicants</p> <ul style="list-style-type: none">• Application Form• Proof of expenses (please compile all data into one PDF file) <p>*If the applicant is a member of the College or Graduate School of Gastronomy Management, a project involving the serving of meals is generally not permitted. Please ensure that you obtain prior permission from the Office of College of Gastronomy Management before applying. If permission is not granted, the application will not be accepted.</p>
How to apply	<p>Apply via FORMS below.</p> <p>https://forms.office.com/r/FEbfx4eMtg</p> <p>Note: All application documents must be prepared in English or Japanese.</p>
Selection and criteria	<p>Method: 【Document Screening】</p> <p>*Important Notes</p> <p>This application will be reviewed as submitted, including any omissions, unclear or insufficient information. Carefully check each section of the form for completeness before submitting the form.</p> <p>【Screening Criteria】 Screening is based on the following procedures and screening criteria.</p> <p>*Applications for the higher value categories are rigorously assessed to ensure that the project is worthy of the large amount involved.</p> <p>(1) Review the purpose of the activity</p> <p>The following activities are not eligible as they are not in line with the objectives of the Financial Aid. (extracts from the regulations)</p> <ul style="list-style-type: none">- An activity of which the main actor is not the applicant or applicant group;- An activity which mainly involves sightseeing and inspection visits by the applicant or applicant group;

	<ul style="list-style-type: none"> - An activity which remains within the range of academic study of the applicant or applicant group; - An activity which only serves the interests of a particular individual or group; <p>(2) Evaluation of the project content</p> <ul style="list-style-type: none"> ●Purpose validity: Can 'intercultural exchange' be achieved? ⇒Whether the activity/project contributes to intercultural t and exchange by developing an interactive exchange between the participants. ●Feasibility: Is the planning very detailed? ⇒Whether the planning is feasible, with appropriate objectives, pre- and post-learning sessions, management system (material and staff), schedule and budget planning, safety measures. ●Effectiveness of the project: How will the project contribute to others? ⇒Will the project contribute to the future intercultural understanding and exchange not only for the applicant but also for the University's students or the wider society?
Announcement of successful applicants/groups for Financial Aid	<p>24 October 2024, 5:00PM</p> <p>Applicants (the representative of the group) will be notified of their results. via manaba+R).</p> <ul style="list-style-type: none"> · Depending on the proposal, applicants may be granted “conditional” approval. · <u>Please note that no enquiries will be made regarding the results of the selection process.</u>
Selectee Guidance Session (via ZOOM)	<p>Applicants selected for Financial Aid MUST attend the guidance session to be officially approved as recipients. Selected applicants who fail to attend the guidance session without prior notice will not be awarded Financial Aid.</p> <p>[Japanese] Monday, 28 October 2024, 12:20-12:50 [English] Wednesday, 30 October 2024, 12:20-12:50</p>

Please be sure to check the introductory video and the application guidelines before applying. If you have any questions about the Financial Aid and application process, please contact us via the [Online Support System](#). Please note that the International Center is unable to correct or advise on the details on your application form in advance to ensure fairness.

III. Guidelines and application requirements

1. Eligible Activities

1.1 Activities

Activities eligible to be subsidized by the Financial Aid must meet either of the following two criteria, must facilitate intercultural exchange amongst all participants, and must be reasonably expected to nurture lasting bonds amongst those participants.

- 1) Intercultural exchange activities where Ritsumeikan University students interact with other Ritsumeikan University students, and/or with other students, pupils, and children enrolled within the Ritsumeikan Trust
- 2) Intercultural exchange activities between Ritsumeikan University students and people from outside the university

<Example: Activities eligible for and not eligible for subsidization by the Financial Aid>

*The following are just a few examples of eligible activities - activities are not limited to this list.

-Examples of activities eligible to be subsidized by the Financial Aid

- Ritsumeikan University student (international and Japanese) exchange events, including online
- Talk events given by students who have experience studying abroad which are aimed at students of the university and meant to promote study abroad
- Introducing Japanese culture/tradition abroad or your home country culture/tradition in Japan, or exchange events between international students and members of the local community
- Exchange activities with foreign nationals (including online events)

-Examples of activities INELIGIBLE to be subsidized by the Financial Aid

- Activities conducted by entities other than the applicant or applicant group
- Activities solely aimed at advancing the research or investigation conducted by the applicant/applicant group
- Activities where the objective is exchange between the group applicants
- Activities that do not exceed the scope of sightseeing, travel or observation

Notwithstanding the above, the following activities are INELIGIBLE for funding:

- Activities with the same objectives and content as those funded by the Ritsumeikan University Challenge Scholarship (Individual)
- Activities with the same objectives and content as those funded by the Ritsumeikan University Alumni Association Future Human Resources Development Scholarship (Group)

1.2 Activity Period:

The funding period covers activities from April 1, 2024 (Monday) to March 3, 2025 (Sunday).

*Activities including post-learning sessions carried out during the aforementioned funding period are eligible for funding. Activities conducted beyond the funding period will not be eligible for grant consideration.

2 Value of Subsidy

The value of subsidy possible through the Financial Aid depends on which of the following 3 categories the activity is deemed to fall under.

- i. Intercultural exchange activities conducted in Japan
→Full cost of expenses eligible for coverage or 100,000JPY, whichever is lower
- ii. Intercultural exchange activities conducted either in Japan or overseas
→Full cost of expenses eligible for coverage or 500,000JPY, whichever is lower
- iii. Intercultural exchange activities conducted overseas
→Full cost of expenses eligible for coverage or 1,000,000JPY, whichever is lower

3 Eligibility

An eligible applicant/representative for group application has to be a student enrolled in regular courses at Ritsumeikan University.

However, the following students are not eligible to apply:

- Those who have received disciplinary suspension cannot apply for the academic year that includes the period of suspension.
- Organizations that have been disciplined according to the "Ritsumeikan University Student Organization Discipline Regulations" cannot apply for the academic year that includes the period of discipline.

4 Eligible Expenditures

See the following section [V. Expenditure].

5 Payment Method of Grants

i. Determination of Grant Amount:

Grants will be disbursed based on an assessment of activity expenses submitted in activity reports, receipts, etc., following the completion of activities, and when they are deemed appropriate.

ii. Procedure for Grant Payment:

Payment of determined grant amount will be made upon submission of "Reimburse Request Form" (Form C).

iii. Payment Recipient:

Grants will be transferred to the bank account specified in the “Transfer Account Form” (Form A).

iv. Flow of Financial Aid transfers after implementation of activities

Date	Schedule
Monday 1 April 2024 - Monday 3 March 2025	·Activities conducted
Within 2 weeks of the activities being held ※For events held on multiple dates, submit at the end of each event. ※The final deadline is Friday 7 March 2025.	· Submit data on reimbursement documents (Reimburse Request Form, receipts, report etc.) ·After checking the data by the Office, submit the originals of the required documents to the International Center. *Original receipts are required.
Within 1-2 months of submission of above documents	Transfer of the Financial Aid to the applicant’s bank account

6 【IMPORTANT】 Obligations of Grant Recipients

- i. Attendance at a Financial Aid Selectee Guidance Session
- ii. Submission of reimbursement documents (Reimburse Request Form, receipts, etc.)
 - *Required to submit for each event
- iii. Submission of activity reports
 - *Required to submit for each event
- iv. Presentation of achievements when requested by the university

IV . Procedures and notes from acceptance to transfer of Financial Aid

The flow from the award decision to the transfer of the Financial Aid and the necessary procedures are as follows:

Flow	Necessary Procedures
① 【Applicants】 Purchase Insurance	All participants in projects funded by the Financial Aid must be insured. Please check beforehand V.Expenditures (Eligible Costs) and purchase appropriate insurance coverage by the project date. ※Notes: Payment must be made by you in advance.
② 【Applicants】 Conduct the Project	Be conscious of the following: ·Save all receipts. ·To claim travel expenses, take a group photo of all participants at the project location. · Take photos for the project write-up to be posted on the homepage. Before photographing them, ask photo subjects for permission to release their photos on the homepage.
③ 【Applicants】 Survey the Participants	Collect project feedback from participants, including their thoughts on the activities and what they learned. (Any survey method is acceptable)
④ 【Applicants】 Submission of activity reports and reimbursement documents (Data submission). *Please number all documents submitted	<ul style="list-style-type: none"> ●Report <ul style="list-style-type: none"> ➤ Form B: Financial Aid for Intercultural Exchange Activity Report# ➤ Form F: Report for the RU website# ... Please note that the report will be published as is on the RU website. ●Reimbursement documents <ul style="list-style-type: none"> ➤ Form A: Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange# ➤ Form C: Reimburse Request Form ➤ Receipts ➤ Documents showing the details of the receipt ➤ (If applicable) Form D: Statement of Travel Expenses# ➤ (If applicable) Form E: Receipt of Honorarium
【International Center】 Assessment of the amount of expenditure / Determination of the amount of the Financial Aid	<ul style="list-style-type: none"> · The International Center will assess the submitted documents and determine the amount of Financial Aid to be granted. · If there are any deficiencies in the submitted documents, the assessment will be made after correction. · Expenses ineligible for coverage or those for which the basis of expenditure cannot be confirmed by documented evidence will be considered ineligible. (All costs not covered by the Financial Aid are the responsibility of the applicant or group.)
⑤ 【Applicants】 Submit <u>original</u> reimbursement documents.	Submit original copies of the following documents to the International Center on each campus. <ul style="list-style-type: none"> ●(Front cover) List of application documents ●Reimbursement documents, excluding Transfer Account Form

	<ul style="list-style-type: none"> ➤ Form C: Reimburse Request Form ➤ Receipts ➤ (If applicable) Form D: Statement of Travel Expenses# ➤ (If applicable) Form E: Receipt of Honorarium
【International Center】 Financial Aid is transferred	·Financial Aid will be transferred to the bank account on the Transfer Account Form.

<What to do if changes to the original proposal occur after the application for Financial Aid has been approved>

If there are any changes to the content of your planned project, you will be asked to submit ‘Application Adjustment Request (Form G)’ after the International Center confirms that the content can be changed via the [online support system](#). (As selected based on the content of the original application, changes to the main purpose of the project, changes to the content of the project that are not minor, or changes to the expense items are not acceptable.)

<Following cases are acceptable>

Change of schedule, Change of representative of the group, etc.

Additional applications will be made for a wider range of subjects because the number of openings has not been filled or because there are extra slots available due to cancellations.

(An open call is required. (It is not possible to invite friends, etc. of the applicant who are not part of the public call for applications).)

V. Expenditures (Eligible Costs)

The following expenses are eligible for coverage by the Financial Aid.

Expense (cost) item	Example
(1) Consumables	<ul style="list-style-type: none"> • Consumable supplies and materials, etc., necessary for the project (e.g. paper plates, disposable utensils, ingredients, etc.) Not acceptable for purchase of pots and equipment (Only rental allowed) • Anything required for holding the event online • Food (<u>only if food is a necessary component of the project. Not acceptable if participants will simply eat while participating in an unrelated online event.</u>) • <u>Not acceptable for purchase of ethnic costumes (including yukata) as ‘Consumables’ (Only rental allowed)</u>
(2) Insurance premiums (Mandatory)	<ul style="list-style-type: none"> • Insurance coverage for project members and participants
(3) Travel	<ul style="list-style-type: none"> • Travel expenses for planning meetings leading up to the project <p>*Excludes international cross-border travel expenses.</p>
(4) Accommodation	<ul style="list-style-type: none"> • Hotel stay for project guest speakers <p>Maximum 12,000 yen per person per night, stay without meals (meal</p>

	cost is not eligible)
(5) Honorarium	<ul style="list-style-type: none"> • Honorariums paid to lecturers and guest speakers in the project
(6) Printing and bookbinding	<ul style="list-style-type: none"> • Costs for printing fliers and posters for project PR • Costs for printing handouts for event day
(7) Communications and transport	<ul style="list-style-type: none"> • Costs for mailing out event information • Expenses for transportation of desks, chairs, audio equipment, etc., used in the project
(8) Bank handling fee	<ul style="list-style-type: none"> • Transfer fee / Withdrawal fee from ATM
(9) Miscellaneous	<ul style="list-style-type: none"> • Expenses which do not fall under (1) to (8) above
(10) Other expenses approved to be necessary by the Executive Director of the Division of International Affairs	<ul style="list-style-type: none"> • Expenses which do not fall under (1) to (9) above and which are approved to be necessary for project implementation Example: costs related to holding an event online

*Details of each expense item begin on the following page.

*Expenses (costs) which meet the criteria below cannot be covered by the Financial Aid.

Expenses (costs) not covered by the Financial Aid
(1) Operating expenses required for the operation of the applicant group as well as expenses required within the applicant group (personnel expenses, travel expenses, etc.)
(2) Support funds, donations, and expenses for purchasing donation items
(3) Special seats in airplanes or on trains which incur an additional expense
(4) Alcoholic beverages, "luxury" items (things like tobacco, expensive teas, etc.)
(5) Food and drink expenses which do not correspond with the main activity
(6) Cancellation fees associated with project implementation
(7) International cross-border travel expenses
(8) Other expenses deemed to be unnecessary by the Executive Director of the Division of International Affairs
(9) Expenses NOT applied for and NOT approved

(1) Consumables

- Costs to purchase consumable supplies and materials, etc., necessary for activities fall under this category (e.g. expenses for snacks, ingredients, paper plates, stationary).
- Please clarify the purpose of use prior to purchasing such goods.
- In principle, not eligible for goods which could remain after the activity for personal use, or expensive goods costing over 30,000 JPY. (Rental is recommended wherever possible. Only the rental cost of ethnic costumes is covered by Financial Aid. Goods which will remain after the event and become personal property are ineligible for the Financial Aid.)
- As for equipment, please seek to use existing equipment wherever possible. New purchases should be made only if they are judged to be absolutely essential.
- Some purchased goods may be ordered to be donated to the International Center on your main campus of activity in order to be covered by the Financial Aid.

- All groups must complete their own purchases of equipment on their own. The International Center will not purchase on your behalf.

(2) Insurance premiums

- As one safety/risk management precaution to deal with risks such as accidental injury, compensation for injury inflicted on others or damages to their belongings and so on, you must enroll in an appropriate insurance plan (mandatory).
- Insurance premiums and other associated fees to cover the participants, instructors, staffs, etc., are eligible to be covered by the Financial Aid.
- The appropriate insurance must be purchased at least 2 weeks prior to conducting the activity/project.
- We cannot arrange for insurance payment at the expense of the University (the International Center). As with other expenses, please make sure you pay in advance.
- The university uses the following insurance agency.
Creohuman. Co., Ltd.
 28 Hiranokamihatchoyanagicho, Kita-ku, Kyoto 603-8353
 TEL: 075-463-9178 FAX: 075-463-9179

(3) Travel

Principles for reimbursement of travel expenses

- International cross-border travel expenses cannot be covered by the Financial Aid.
 If you plan to conduct a project overseas, the budget should be focused on at-location project expenses, local travel at the destination, preparations and so on.
- The amount to be covered for the distance travelled will be determined by figuring the following two values. Whichever is lower will be established as the amount of coverage:
 - 1) the cost of travel via the fixed route, as per the university's guidelines, from the JR station associated with the main RU campus from which the event is based (the university will look up this amount),
 - 2) the cost of travel via the actual route used.
 The JR station associated with each RU campus is as follows.
 *As a general rule, the starting point (departure point) is considered to be the nearest station to a participant's affiliated campus. If the reasonable meeting point for off-campus activities differs from below, please consult the International Center.
 Kinugasa: JR Kyoto Station, BKC: JR Minami-Kusatsu Station, OIC: JR Ibaraki Station
- Those eligible to have their travel covered are the project organizers, participants, guests receiving an honorarium (invited guest speakers, experts, etc.), and other collaborators (however, only when travel expenses were incurred in related to preparation or implementation of the activity).
- Eligible methods of transportation are as follows:
 - Public transit (primarily using student or group discounts to figure the grant amount).
 - Charter bus (including expressway tolls, tolls, return fees, and parking fees)
 - Airlines (including special airfare insurance and fuel surcharges. Economy class only)
 For railway usage from each campus to Kansai Airport and Itami Airport, standard fares will

be used as the basis. If flying, submission of the flight ticket stub is required.

- Rental cars, private cars, and taxis are ineligible for reimbursement.

In cases where their use is absolutely necessary for goods transportation, etc., please consult in advance (expenses will be calculated on the basis of public transit).

(4) Accommodation

- Accommodation may be covered only when approved to be necessary to conduct the activity/project (food expenses excluded).
If you purchase a package tour, you must attach a breakdown of the food expenses, accommodation expenses, and travel expenses.

Maximum amount of accommodation coverage
12,000 JPY/ person/ night (as per the Ritsumeikan University Travel Cost Payment Regulations)

(5) Honorarium

- Honorariums to be paid to collaborators such as lecturers, experts, and others fall under this category.
- Please set the amount of the honorarium based on the university's general standard below.
- Since honorariums are subject to income tax, 10.21% of the taxable amount is deducted at the source. Note that payment/reimbursement of honorarium and tax must be requested from the financial aid.
*The budget plan must include income tax. (honorarium × taxes 10.21%) = honorarium total
- For filing a withholding tax return for an honorarium, please consult with an expert. The International Center will not file tax returns on anyone's behalf.
- When paying an honorarium, receive the Receipt (University copy) (Form E) with necessary sections filled out from the collaborator and submit it when requesting payment of financial aid.

<Standards for paying honorariums to lecturers (for reference)>

General standard amount	Actual amount to be paid to the lecturer (*) *Amount exclusive of tax	Required withholding tax amount	Total amount of payment
When inviting a Ritsumeikan University lecturer	10,000 JPY	1,137 JPY	11,137 JPY
When inviting a lecturer or guest from outside the university	30,000 JPY	3,411 JPY	33,411 JPY

(6) Printing and bookbinding

- Costs to print leaflets, posters, booklets, etc., fall under this category.
- Please make sure to record the number of copies and the unit price in preparation for account settlement.
- A copy of the printed product (final product) must be submitted as well.

(7) Communications and transport

- Costs for communication such as postage stamp fees and mailing costs and transportation expenses for goods, etc., fall under this category.

- Indicate the purpose and use of stamps and mailing costs (addressee, content, date of use, etc.) when requesting payment of Financial Aid.
- Record the reason for use, name of transported goods, and quantity if transportation expenses for goods, etc., occur.

(8) Bank handling fee

- Transfer fees
- Fees for withdrawing cash from ATMs to pay for the project (please try to avoid making charges where possible).

(9) Miscellaneous

- Various expenses which do not fall under (1) to (8) above. Such as cleaning fees for items used during the project.

(10) Other expenses approved to be necessary by the Executive Director of the Division of International Affairs

- Various expenses which do not fall under (1) to (9) above fall under this category.
- Consult with the International Center located on your main campus of activity in advance. The center will evaluate and decide on the appropriateness of providing the Financial Aid.

[Example]

- Costs related to holding an online event
Connection fees related to holding activities online, honorariums, and costs for prizes such as e-tickets, etc. fall under this category.
Costs related to the purchase of programs for streaming activities, etc. also fall under this category, however, only fees which are directly related to the activity itself are eligible (confirmation as to whether or not you already own the program and whether or not a paid service of the program is required in order to carry out the activity will be conducted).

***NOTE**

This Financial Aid does not cover cancellation fees. Please be cautious from the planning stage to avoid incurring any cancellation fees. For example, for events requiring prior registration it is strongly recommended that you research in advance whether cancellation fees apply, and to use venues or shops which do not charge cancellation fees. However, if the number of participants on the day of the activity is lower than planned, the insurance fee already paid will be covered.

VI. Treatment of receipts (“ryoushuusho” (領収書))

When requesting payment of Financial Aid, the following three items must be submitted to substantiate the request.

Reimburse Request Form” (Form C)

The receipt (original copy)

Documents showing the breakdown of expenses

Carefully read the following regarding treatment of receipts and how to submit them.

(1) Information to be included on each receipt

Items that must appear on the original paper receipt

*Please check the following upon receipt of the receipt. If they are not listed, we will not be able to subsidize the project. Tell the recipient that you are “required by the University” to issue the appropriate receipt.

Please submit the digital receipt without processing (even if it is not addressed to Ritsumeikan or is left blank, please submit it as is).

The receipt should be addressed to “Ritsumeikan University” .

The receipt should describe what items/services/etc. the payment covers.

Details of tax should be included on the receipt.

*If the other party is not registered in the qualified invoice system, there may be no mention of the amount of tax or the rate on the receipt. If blank, please confirm whether or not a blank entry for the tax section is okay with the other party before accepting.

(2) Note on receipts for each category

● Travel Expense Claim

As a general rule, all participants must use the same transportation, please submit the following.

• Documentation confirming the route and the number of participants, e.g. a photograph showing all participants on location.

• Statement of Travel Expenses (Form D)”

• Receipts for transportation fees for limited express trains or Shinkansen, etc.

*You do not need to submit a receipt if you took a city/local bus using smart cards used for electronic payments such as ICOCA, etc.

*Fare tickets serve as receipts. To use a fare ticket as a receipt, do not pass the ticket through the automatic ticket gate, rather, go to a station staff and declare that you wish to retain the ticket as a receipt. The use of ticket books is not permitted.

● Use of cashless payments (credit cards, PayPay, LINE Pay, debit cards, etc.)

Please submit receipts only (credit card payment statements are no longer required as of October 2024).

• The use of point rewards is NOT covered.

• The use of prepaid cards and gift cards is NOT covered.

• Credit card settlement date may arrive earlier than the Financial Aid transfer date. As personal advance payments are required, please make sure to keep track of your account balance.

●Purchasing goods online

You will need to submit a receipt showing the seller's registration number beginning with a "T" and the tax rate; if it is not on the receipt, as is the case with Amazon, you will need a separate qualified invoice and statement of payment.

<< e.g.) Points to note when purchasing via Amazon>>

For cases where a "delivery slip," "shipping statement," or the like is enclosed with the delivered goods, please prepare the "qualified invoice" and "payment statement" separately.

Even when using points or discount schemes imposed on individuals for the purchase of goods via the internet or credit card, only the actual amount paid after the discount can be reimbursed. For this reason, personally owned points (note: including prepaid cards and gift cards) should not be used.

●Bank handling fees

Receipts will not be issued, so please submit the following

When a transfer fee was charged→Transfer statement (showing the transfer fee)

When a cash withdrawal fee was charged (only if you have paid for expensive items such as group express tickets, bullet trains or accommodation for all members)

→Withdrawal statement (showing the withdrawal fee)

* Please ensure that the amount paid is approximately the same as the amount withdrawn. Be sure to specify which expense item you withdrew to pay.

● Cancellation fees

As already mentioned, Financial Aid does not cover cancellation fees. In the event of a cancellation, the financial aid is granted excluding the number of non-participants.

Even if the receipts include the non-participants, please submit the receipts as they are.

The aid will cover the costs incurred for the actual number of participants.

e.g.) 15 people are expected to participate in a Kimono event, and Kimono rental fees for 15 people have been paid for in advance. Unfortunately, 1 person has to cancel on the day of, making for a final participant count of 14.

Receipt to be submitted to the university ⇒ Receipt for Kimono rental fees for 15 people

Amount subsidised by the University ⇒ Kimono rental fees for 14 people

●If you lose a receipt

If you lose a receipt, request the issuer to reissue it.

You cannot request or receive Financial Aid for an expense for which you have no receipt to submit.

(3) How to submit receipts

STEP1: Online submission

Firstly, please submit the following in data format via "[Online Support Desk](#)", along with Transfer Account Form, activity reports, etc.

Reimburse Request Form" (Form C) (Please list all expenses you wish to be reimbursed for.)

Statement of Travel Expenses (Only if you are reimbursed for transportation expenses.)

Receipts

Documents showing the breakdown of expenses

• For Financial Aid to be paid out, proof of purchase and documents detailing the breakdown of expenses must be submitted.

• If the receipt does not contain itemized details, please fill out the expense breakdown on Form C and attach supporting documents (such as the website or store's brochure) to serve as the basis for the listed expenses.

●How to submit via "[Online Support Desk](#)"

- All receipts should be scanned or otherwise captured into data and combined into a single PDF file.
- Please number the receipts the same as the expense item number on Form C so that it is clear which expense item the receipt is for.

STEP2: Submit the original receipts at the International Center office on each campus.

After online submission and check by the office, the original receipts must be submitted at the Center for International Education on each campus. Please submit the following documents together.

Reimburse Request Form" (Form C) (Please list all expenses you wish to be reimbursed for.)

Statement of Travel Expenses (Only if you are reimbursed for transportation expenses.)

Receipts

*The "Documents showing the breakdown of expenses" can only be submitted online.

●How to submit the original receipts

- Attach the original receipts to the back of "Reimburse Request Form" (Form C) (if the receipts cannot be fully attached to the back, please attach them separately to a blank sheet of paper).
- You may submit receipts which are A4 size or larger as they are, without attaching them to Form C.
- The name of the representative whose bank account has been designated for the transfer of the Financial Aid must be written on the back of each receipts before attaching each receipt to the form.
- Affix receipts flat and neatly to the form (make sure not to overlap or fold them). Also make sure they do not extend beyond the edge of the page.

VII. Post-project report and reflection

After the project has been implemented, please do the following to report the results/outcomes.

(i) Collect feedback from participants

Please collect feedback from participants on their impressions and what they learned through the event/project. Any survey method is acceptable. Please make use of the collected feedback in (ii) and (iii) below.

(ii) Submit "Financial Aid for Intercultural Exchange Activity Report (Form B)"

Prepare a report to notify the University of how your project went, as well as for your own reflection. In addition to reporting on the number of participants, you will be asked to reflect on whether you were able to achieve intercultural exchange. If more than one event was held, please indicate the number of participants at each event.

(iii) Submit "Report for the RU website (Form F)"

This is the report which the University will post on its website. The report should include an

overview of the activities and what you learned, mixed with photos of the activities (only photos where you've received online publishing permission from photo subjects). As a rule, the report will be published on the University's website as-is, so keep that in mind as you write it.

(iv) Cooperate if the International Center requests you to present any other reports or results.

VIII. Documentation (application documents, attachments)

The following must be submitted after selection for Financial Aid. You may be requested to submit supplemental proof or asked to confirm payment details where necessary after submission.

[Forms which must be submitted after being selected for Financial Aid]

Please submit documents marked with "#" digitally.

Document name	
Form A: Transfer Account Form for Ritsumeikan University Financial Aid for Intercultural Exchange#	Mandatory
Form B: Financial Aid for Intercultural Exchange Activity Report#	Mandatory
Form C: Reimburse Request Form(# and original)	Mandatory
Form D: Statement of Travel Expenses(# and original) Used for claiming travel expenses when everyone travels on the same route.	If necessary
Form E: Receipt of Honorarium Form used when paying honorarium to collaborators. Please submit to the university the receipt containing the necessary details and acknowledgment signature from the collaborator.	If necessary
Form F: Report for the RU website# Please note the report will be published on the RU website as-is.	Mandatory

Nothing follows