

Appendix 1

**Travel Expenses and Related Procedures
for
Research Members of LBE Grant**

(1) Domestic Travel

1) Procedures

Follow the procedures and rules explained in this section. Travel expenses borne by the Project Office (“project”) are listed below. In principle, all expenses should be advanced by the traveller and reimbursed later but flight arrangements can be made by the project. The traveller should be responsible for the following:

- Before the trip:
 - a) Gather information about travel destination and related coordination
 - b) Confirm travel itinerary and arrangements (accommodation and transportation reservations)
 - c) Complete and submit the following forms to the project:
 - Plan of Activities (**Form 3**)
 - Calculation Form of Business (Field) Trip (**Form 4-1-1, 4-1-2**)
 - Detailed Travel Plans (Pre-Departure) if plan to use airplane (**Form 4-4**)
- After the trip:
 - d) Settle expenses for reimbursement (submit the following forms together with all receipts and related documents):
 - Request for Settlement Payment of Travel Expenses (**Form 4-1-4**)
 - Rog Record if used rental car(s) (**Form 4-1-5**)
 - e) Submit “Report on Travel” within two (2) weeks after the trip (**Form 4-5**)

2) Expenses covered by project

Items borne by the project are as follows:

| Item | All |
|---------------------------|--------|
| Daily allowance | USD 10 |
| Accommodation (per night) | USD 29 |

- i) Airfare (as a general rule, economy class, PEX/special airline fare and shortest route to destination)
- ii) Rental car including a driver and fuel
- iii) Accommodation (the actual cost up to the capped amount per night specified in

the table above will be provided)

- iv) Daily allowance (number of days spent on the trip including the days of departure and arrival)
- v) Transportation and miscellaneous (based on receipts)
- vi) Taxi rides between home and Phnom Penh (PP) International airport if house is located in outside of PP (round trip)

3) Other

Travellers are expected to be in close contact with the Project Coordinator throughout the procedures.

(2) International Travel (trips to Japan or one of the ASEAN countries)

1) Procedures

Follow the procedures and rules explained in this section. Travel expenses borne by the project are listed below. In principle, all expenses should be advanced by the traveller and reimbursed later but flight arrangements can be made by the project. For the purpose of helping the traveller, however, accommodation, daily allowance and transportation fees (calculated by the project according to the travel itinerary) can be provided prior to departure. In case any changes are made to the travel itinerary with the project's prior approval, all related bills should be settled after returning to Cambodia.

➤ Before the trip:

- a) Gather information about travel destination and related coordination
- b) Confirm travel itinerary and arrangements (accommodation and transportation reservations)
- c) Complete and submit the following forms to the project:
 - Plan of Activities (**Form 3**)
 - Order & Calculation Form of Business Trip to ASEAN country (**Form 4-2-1**)
 - Order & Calculation Form of Business Trip to Japan (**Form 4-3-1**)
 - Detailed Travel Plans (Pre-Departure) (**Form 4**)
- d) Submit proof (e.g. email) that coordination with the travel destination (host) has been finalized

- After the trip:
- e) Settle expenses for reimbursement (submit the following forms together with all receipts and related documents):
 - Request for Settlement Payment of Travel Expenses (**Form 4-2-2/ Form 4-3-2**)
 - Report on Transportation Fee in Japan or the destination country (**Form 4-3-3**)
- f) Submit “Report on Travel” within two (2) weeks after the trip (**Form 4-5**)

2) Expenses covered by project

Items borne by the project (by category) are as follows:

(JPY)

| Position | Air Class | Allowance | | | Accommodation (Per night) | | |
|-------------------------------|-----------------------------------|-----------|-------|-------|---------------------------|--------|--------|
| | | A*2 | B*3 | C*4 | A*2 | B*3 | C*4 |
| Head of Department | Business allowed with condition*1 | 6,200 | 4,200 | 3,800 | 19,300 | 12,900 | 11,600 |
| Deputy Head and below, others | Economy | 5,300 | 3,600 | 3,200 | 16,100 | 10,800 | 9,700 |

*1 Only if duration of the flight (2) is over 8 hours

*2 Japan and Singapore

*3 Thailand, Myanmar, Malaysia, Indonesia, Philippines, and Brunei

*4 Vietnam and Laos

- i) Airfare
 - As a general rule, PEX (special airline fare), refundable and shortest route to destination should be arranged
- ii) Accommodation
 - The actual cost up to the capped amount per night specified in the table (※) above will be provided.
- iii) Daily allowance
 - Number of days spent on the trip (including the days of departure from and arrival in Phnom Penh).
- iv) Transportation and miscellaneous in Japan (based on receipts)
 - Train and bus rides will be covered based on ticket prices verified on the companies' websites, etc. (not based on receipts). The traveller is required to provide detailed information such as planned routes.

- If the traveller requires using domestic flights in Japan or the destination country, all relevant documents such as flight itinerary, e-ticket receipt and boarding pass stub should be submitted to the project.
 - As a general rule, taxi rides are not permitted. In case taxi was used, the traveller should submit a written statement of reasons together with the receipt. The project will evaluate and make a decision as to whether or not to accept the expenditure.
- v) International travel insurance (required)
- vi) Taxi rides between home and Phnom Penh (PP) International airport if house is located in outside of PP (round trip)

3) Other

- Maximum period of per visit to Japanese partner institutions is 2 weeks.
- International travel expenses for students may not be covered by the Project except when students are faculty members from SRU or NUBB.
- Travellers are expected to be in close contact with the Project Coordinator throughout the procedures.