

## Guidelines Completing “Form 2 Itinerary”

### **”Itinerary” sheet:**

- 1) As a general rule, the departure and return destinations should be the parent institute where your program (department) is located. If one or both of them are other locations, please explain the reason in the “Notes” column.
- 2) If you are taking overnight flight, please split the lines into the departure and arrival days.
- 3) In the “Accommodation” field, enter the name of the facility where you plan to stay, or if you are undecided, enter your plans, such as “private hotel,” “student dormitory,” “host institute's accommodation,” “rented apartment,” etc.
- 4) If there are any days when lodging expenses are not incurred for reasons, such as staying at a friend's house, conference participation fees or tuition fees including accommodation (these prices cannot be separated), please state this in the “Notes” column.
- 5) Enter the number of days corresponding to the “Date” field in the “Days” field.
- 6) Please confirm that the value in cell C22 (total number of days of travel) matches the number of days of dispatch indicated in Application Form 1.
- 7) If you plan in combination with the budget of the parent institute, or other grants, etc., please describe the details in “Notes” column.

### **“Necessary Expenses” sheet:**

- 1) In the “1. Airfare (Transportation Expenses)” column, if you are applying for category 1 or 2, please enter the estimated cost of air tickets. If you are applying for category 3, please enter the estimated cost of round-trip transportation from your parent institute to destination.
- 2) If you are applying for category 1, please enter the name of the conference, the item of expenses (registration fee, proceedings fee, etc.) and the amount in the “2. Conference Participation Fee” column.
- 3) If you are applying for category 2 or 3 and are required to pay tuition fees, bench fees, etc. to the host institution, please enter the amount in the “3. Tuition Fees, Bench Fees, etc.” column

### Form 2 Itinerary [ENTRY EXAMPLE Category 1]

Category	Category 1: International Co
Student ID	2024XXXX
Name	Soken Taro

Date	days	Departure Place	Place of Destination (Stay)	Accommodation	Country	Schedule
April 1, 2024	1	NAOJ	Paris	Private hotel	Japan, France	Travel day
April 2 to 5, 2024	4		Paris	Private hotel	France	Presentation research results at XX Conference
April 6 to 8, 2024	3		Paris	Private hotel	France	Visit and collaborate with XX lab at the University of Paris
April 9, 2024	1	Paris		Overnight flight	France	Travel day
April 10, 2024	1		NAOJ		Japan	Travel day
Total days	10					

**Notes:**

Accommodation for April 2-5 (3 nights) is included in the conference registration fee.

Necessary Expenses (Airfare, Conference Fee, Bench Fee, etc.) [ENTRY EXAMPLE Category 1]

Category	Category 1: International Conference / Meeting
Student ID	2024XXXX
Name	Soken Taro

1. Airfare (Transportation Expenses)

Date	Departure Place	Destination	Ammount	Currency
April 1, 2024	Haneda Airport	Paris	300,000	JPY (Round Trip Ticket)
April 9, 2024	Paris	Haneda Airport		

2. Conference Participation Fee [Category 1 only]

Conference Name, Item of Expense	Ammount	Currency
Registration fee (Oth OO Conference)	200	\$
Proceedings fee (Oth OO Conference)	100	\$

3. Tuition Fees, Bench Fees, etc. [Category 2 or 3]

Item of Expense	Ammount	Currency

## Form 2 Itinerary [ENTRY EXAMPLE Category 2]

Category	Category 2: Study Abroad
Student ID	2024XXXX
Name	Soken Taro

Date	days	Departure Place	Place of Destination (Stay)	Accommodation	Country	Schedule
April 1, 2024	1	NAOJ	Paris	Private hotel	Japan, France	Travel day
April 2 to 14, 2024	13		Paris	Student dormitory	France	Collaboration Research with Prof. XX at the University of Paris.
April 15, 2024	1	Paris	Berlin	Private hotel	France, Germany	Travel day
April 16 to 28, 2024	13		Berlin	Student dormitory	Germany	Collaboration Research with Prof. YY at the University of Berlin.
April 29, 2024	1	Berlin		Overnight flight	Germany	Travel day
April 30, 2024	1		NAOJ		Japan	Travel day
Total days	30					

**Notes:**

Necessary Expenses (Airfare, Conference Fee, Bench Fee, etc.) [ENTRY EXAMPLE Category 2]

Category	Category 2: Study Abroad
Student ID	2024XXXX
Name	Soken Taro

1. Airfare (Transportation Expenses)

Date	Departure Place	Destination	Ammount	Currency
April 1, 2024	Haneda Airport	Paris	150,000	JPY
April 15, 2024	Paris	Berlin	50,000	JPY
April 29, 2024	Berlin	Haneda Airport	200,000	JPY

2. Conference Participation Fee [Category 1 only]

Conference Name, Item of Expense	Ammount	Currency

3. Tuition Fees, Bench Fees, etc. [Category 2 or 3]

Item of Expense	Ammount	Currency
Bench fee (Uinversity of Paris)	100	€
Bench fee (Uinversity of Berlin)	100	€

## Form 2 Itinerary [ENTRY EXAMPLE Category 3]

Category	Category 3: Domestic Study
Student ID	2024XXXX
Name	Soken Taro

Date	days	Departure Place	Place of Destination (Stay)	Accommodation	Country	Schedule
April 1, 2024	1	NAOJ	Institute of Laser Engineering, Osaka University	Student dormitory	Japan	Travel day
April 2 to 29, 2024	28		Institute of Laser Engineering, Osaka University	Student dormitory	Japan	Collaboration research with XX lab at the Institute of Laser Engineering, Osaka University.
April 30, 2024	1	Institute of Laser Engineering, Osaka University	NAOJ		Japan	Travel day
Total days	30					

**Notes:**

Necessary Expenses (Airfare, Conference Fee, Bench Fee, etc.) [ENTRY EXAMPLE Category 3]

Category	Category 3: Domestic Study Away
Student ID	2024XXXX
Name	Soken Taro

1. Airfare (Transportation Expenses)

Date	Departure Place	Destination	Ammount	Currency
April 1, 2024	Chofu	Handai-byoin-mae	13,790	JPY
April 30, 2024	Handai-byoin-mae	Chofu	13,790	JPY

2. Conference Participation Fee [Category 1 only]

Conference Name, Item of Expense	Ammount	Currency

3. Tuition Fees, Bench Fees, etc. [Category 2 or 3]

Item of Expense	Ammount	Currency
Tuition fee (Osaka Uinversity)	88,000	JPY