

Guideline of Off-Campus Study Plus (Additional support for travel expenses)

- **The selection and payment method of the Off-Campus Study Plus for FY2024 is still under consideration. We will announce the details as soon as they are decided.**
- Those who will depart for off-campus study in April/May 2024 will be accepted using the Off-Campus Study Plus application form for FY2023 as follows. Note that even if you use the application form for FY2023, the amount to be paid, rules, etc. will be determined and enforced in accordance with the Off-Campus Study Plus for FY2024.
 - Application Deadline: March 31, 2024
 - ※ If you are unable to submit your application by the above deadline due to departure in May or other details yet to be determined, please follow the application procedures for the FY2024 Off-Campus Study Plus (to be announced as soon as it is determined). In such cases, notification of the results will likely be made in mid-May or later.
 - Notification of result: around mid-April, 2024 (To be determined)
 - How to apply:
 1. Log in to website
https://tokyotech-crossborder.gakumu.titech.ac.jp/en/activity_old/for-adopter/PW_crossborder_JST
 2. Download “FY 2023 Off-Campus Study Plus Application”
 3. Fill in and get the approval from your academic advisor.
 4. Upload it through UPLOAD button.
- Please contact us if you have any questions.
<https://tokyotech-crossborder.gakumu.titech.ac.jp/en/contact/>

Ref: The information regarding Off-Campus Study Plus for FY2023.

- Off-Campus Study Plus provides additional support for travel expenses and other costs for off-campus study.
- Applicants to Off-Campus Study Plus must obtain prior consent from their academic supervisors. Please consult your academic supervisor regarding your plan before applying.
- Travel expenses will not be paid for one-day trips to/from separately specified areas near Tokyo Tech campuses. However, this may not apply to cases in which multiple stays will be required consecutively.
- Travel under Off-Campus Study Plus should not include trips made for private purposes, in principle. If it is truly necessary due to unavoidable circumstances, upon consultation with and consent from your academic supervisor, state the reason and period for the private trip in your application.
- It is recommended that small amounts of travel expenses for short-term and domestic business travel be paid from research funds.
- Apply for travel expenses after details of the trip (destination, schedule, etc.) have been decided, but 50 days before departure at the latest.

- Application results will be announced around the middle of the month following the month in which applications are made, and the budget will be allocated to selected applicants. (E.g., When applications are made in early May, the results will be announced in mid-June. The budget will be allocated to selected applicants in mid-June.) Please apply well ahead of your departure date.
- You can apply as many times as you wish, regardless of whether you have been selected or not in the past, and even in the middle of a fiscal year. Basically, there will be no specific limitation on the amount that can be paid during the support period.
- The application deadline for travel beginning in FY 2023 will be set for December 2023. For long-term travel with departure dates between January 1 and March 31, 2024 inclusive, application must be submitted by the end of December 2023. Refer to “4-3-2. Travel expenses” for the process after the application is approved. However, application will be immediately closed in cases where the budget for the fiscal year is used up.
- The amount of support will be determined based on the travel/study destination, length, etc. stated in the application. The funding decision process or calculation method will not be disclosed.
- Selected applicants need to start Tokyo Tech’s internal procedure required for business travel promptly after being notified of the support amount.
- If there are any changes in the research proposal (especially the period of study, destination, and whether or not other funding is being offered concurrently), there may be a change in the amount of the support. Please keep this in mind and notify any changes and corrections as soon as possible. Failing to do so may result in travel expenses not being paid or reimbursed partially or entirely regardless of whether the trip is accepted for Off-Campus Study Plus and is completed.
- If the plan accepted for Off-Campus Study Plus is not followed, the support will be revoked and the allocated budget must be returned. The budget may not be used for purposes other than those stated in the application.
- A budget surplus, if any, left after completion of the planned off-campus study can be used for expenses necessary to carry out the proposed research.
- The period of use is limited to the current fiscal year. Unused funds cannot be carried over. (If the study period covers multiple fiscal years, execution of the funds must be done for each fiscal year.)
- The Administrative Budget Manager will be your academic supervisor.
- As with research funds, it is necessary to submit the expenditure book.
- Selected applicants must submit a travel report within two weeks after finishing the off-campus study.

◇ Expenses that can be covered

The money can only be used for travel expenses and other costs directly related to the off-campus study for which the application is made. Purchasing goods or paying honorariums with the money is not permitted. Payments for the following items will be approved:

- Travel expenses as stipulated by Tokyo Tech’s regulations on travel expenses (i.e., per diem allowances, accommodation allowances, transportation fees, and miscellaneous travel expenses)
 - ※ However, daily allowances and accommodation allowances must be within the budget of Off-Campus Study Plus.

- ※ Miscellaneous travel expenses include vaccination fees, visa fees, air passenger facility charges, entry and departure taxes, and currency exchange fees.
- ※ Travel expenses for one-day trips to/from the specified areas may be paid if it is determined as reasonable and appropriate.
- Other expenses such as registration fees for conferences students attend during the off-campus study and bench fees charged by host institutions.

◇ How to apply

Please download the Off-Campus Study Plus Application, fill it out, and submit it.

- Download / Submit to:
<https://tokyotech-crossborder.gakumu.titech.ac.jp/en/activity/for-adopter/>
- Deadline: 50 days before departure

◇ Important points to note

- Please fill in the correct information that has been agreed upon with your academic supervisor and host institution.
- If you are eligible for funding from other sources such as the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the Japan Student Services Organization (JASSO), and exchange programs, please state so in the application form. You do not need to fill in the form regarding support funds from the Tokyo Tech Academy for Leadership (ToTAL) or the Academies for the WISE program.
- No increase in the amount of Off-Campus Study Plus stipend will be allowed after notification of the decision on the stipend amount.

◇ How to make a travel report

Download the Off-Campus Study Plus Report from the link below. Complete and submit the form via the same link. The Off-Campus Study Plus Report can be used for a travel report to be submitted via the Purchase Request System. In the “outcome of business report” column on the system, type “See attachment,” then upload a PDF file of the Off-Campus Study Plus Report to the system.

- Download / Submit to:
<https://tokyotech-crossborder.gakumu.titech.ac.jp/en/activity/for-adopter/>
- Document to be submitted: Off-Campus Study Plus Report
- Deadline: Within 2 weeks after completion of off-campus study

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