　　Date: YYYY/MM/DD

Name

ArCS Program for Short-Term Overseas Visits by Young Researchers

Itinerary and Budget Plan

**１．Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned-activities | Place to stay |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

●Entry guideline

Planned-activities：Enter information of returned travels, destination and attendance to a conference/course.

　 Place to stay：Enter names of the countries and cities you will stay.

**２．Planned-Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | YEN | Accommodation (for ○ days） | YEN |
| Visa issuing fee | YEN | Others  (specify in details） | YEN |
| Participation fee  for a conference/course | YEN | Total | YEN |

●Entry guidelines

・Enter an approximate travel amount for each item and calculate the total amount.

・Convert foreign currencies into Japanese yen and enter the amount.

※The accommodation allowance will be paid at the actual cost, with the maximum prescribed in the provisions of the program.

※Daily allowance will be paid separately based on the actual travel days in accordance with the provisions of the program.

Reference: The prescribed maximum expense for accommodation/daily allowance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Designated city | North America/Europe | Russia  (other than Moscow) |
| Maximum accommodation expense (per day) | 20,900 YEN | 17,400 YEN | 14,000 YEN |
| Daily allowance  (per day) | 6,700 YEN | 5,700 YEN | 4,600 YEN |

※Designated city：Singapore, Los angeles, New York, San Francisco, Washington, Geneva, London, Moscow, Paris,

Abu dhabi, Jeddah, Kuwait , Riyadh, Abidjan, Boston, Honolulu

Date: 2019.8.15

Name：

ArCS Program for Short-Term Overseas Visits by Young Researchers

Itinerary and Budget Plan（Example：Attending a conference）

**１．Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned-activities | Place to stay |
| 2020.1.20 | Travel from Narita to Tromso | Tromso, Norway |
| 1.21～1.26 | Attending the Arctic Frontiers 2018 especially for joining policy and business sessions | Tromso, Norway |
| 1.27～1.28 | Travel from Tromso to Narita |  |
|  |  |  |

**２．Planned-Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | 180,000 YEN | Accommodation (for 7 days） | 84,000 YEN |
| Visa issuing fee | 0 YEN | Others  (enter specific descriptions） | 0 YEN |
| Registration fee  for a conference/course | 96,000 YEN | Total | 360,000 YEN |

Date: 2019.1.15

Name：

ArCS Program for Short-Term Overseas Visits by Young Researchers

Itinerary and Budget Plan（Example：Attending a conference）

**１．Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned-activities | 滞在地 |
| 2019.4.8 | Travel from Narita to Rovaniemi | Rovaniemi, Finland |
| 4.9～4.20 | Attend the Arctic Business Winter School at University of Lapland in order to learn about future business prospects in the Arctic. | Rovaniemi, Finland |
| 4.21～4.22 | Travel from Rovaniemi to Narita |  |
|  |  |  |

**２．Planned-Budget**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | 190,000 YEN | Accommodation (for 7 days） | 49,000 YEN |
| Visa issuing fee | 0 YEN | Others  (enter specific descriptions） | 0 YEN |
| Registration fee  for a conference/course | 45,000 YEN | Total | 284,000 YEN |