Date yyyy/mm/dd

Name:

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Where to stay |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

●Entry guidelines

Planned activities: Enter information regarding trips between Japan and the destination, and an outline of your plan.

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

1. **Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | \ | Accommodation (for ○ days） | \ |
| Visa (ESTA, etc.) issuing fee | \ | Other (enter specific descriptions） | \ |
| Participation fee for a conference/course | \ | Total | \ |

●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 amount as described in the table below.

\*Per diem will be paid separately for the number of days spent in the visit, according to the table below.

Reference： The prescribed maximum expense for accommodation/per diem

|  |  |  |  |
| --- | --- | --- | --- |
|  | Designated city | North America  Europe | Russia (except Moscow) |
| Maximum accommodation expense (per day) | \20,900 | \17,400 | \14,000 |
| Maximum per diem | \6,700 | \5,700 | \4,600 |

※Designated cities：Singapore, Los Angeles, New York City, San Francisco, Washington D.C., Zurich, London, Moscow, Paris, Abu Dhabi, Jeddah, Kuwait, Riyadh, Abidjan, Boston and Honolulu

**Itinerary and budget plan (Example: Attending a conference）**

Date **2021 2 16**

Name 　 **XX****XX XXXXXX**

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Where to stay |
| **2021.12.6** | **Travel to San Francisco from Narita Airport** | **San Francisco, USA** |
| **12.7-12.11** | **Attending AGU Fall Meeting 2020. Mainly attending Arctic research sessions and gathering information.** | **San Francisco, USA** |
| **12.12-12.13** | **Travel to Narita Airport from San Francisco** |  |
|  |  |  |

1. **Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | \ 　 **250,000** | Accommodation（for **4** days） | \ 　 **83,600** |
| Visa (ESTA, etc.) issuing fee | \ 　 **1,470** | Other (enter specific descriptions） | \ 0 |
| Participation fee for a conference/course | \ 　  **15,750** | Total | \  **350,820** |

**Itinerary and budget plan (Example: Participating in field research）**

Date **2020 2 15**

Name 　 **XXXX XXXXXX**

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Where to stay |
| **2021.10.8** | **Travel to Umeå Airport from New Chitose Airport** | **Umeå, Sweden** |
| **10.9-10.20** | **Participating in field research with co-researchers of**  **Umeå University. Conducting an observation concerning the effect of increasing temperature on soil nutrient in the Arctic.** | **Umeå, Sweden** |
| **10.21-10.22** | **Travel to New Chitose Airport from Umeå Airport** |  |
|  |  |  |

1. **Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Item of expenses | Amount | Item of expenses | Amount |
| Round trip travel | \ 　 **190,000** | Accommodation (for **11** days) | \ 　　 **191,400** |
| Visa (ESTA, etc.) issuing fee | \ 0 | Other (**Transport cost for observation equipment**） | \ 　 　 **45,000** |
| Participation fee for a conference/course | \0 | Total | \ 　　 **426,400** |