Date yyyy/mm/dd

Name:

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Accommodation address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

●Entry guidelines

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

Accommodation address: Enter names of the countries and cities where you will stay.

1. **Budget plan**

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

●Entry guidelines

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

・Please convert foreign currencies to Japanese yen.

**●Entry guidelines**

**Accommodation Expenses**

・Accommodation is paid based on the program provision.

・If staying in a hotel, enter the number of nights and the daily charge.

・If staying in a monthly-contracted accommodation for a long-term visit, enter the number of months and the monthly charge.

・Attach proof of costs, such as price lists.

**Flight expenses**

・Enter the economy class costs.

・Attach proof of the costs (a quote issued by a travel agency, an online price guideline, etc.)

 \*Hokkaido University is responsible for purchasing the airline tickets

**Other expenses**

・Enter expenses that are essential for the conduction of research.

<Examples of items>

Visa issue fees

Long-distance train fees

Expenses for transporting equipment and samples

Registration fees for a conference, a course, etc.

Expenses for consumable goods to conduct research

Expenses for PCR test

**Daily allowance**

・Enter the place you are staying and the arrival and departure dates

・You do not need to fill in the sections for the category or total amount

・The total costs will be calculated by the office based on the daily allowance stipulated by the program.

・Please convert foreign currencies to Japanese yen.

\*Please copy and add a line as needed if there is not enough space in any of the sections.

●**Note:**

・The planned budget you need will be taken into consideration during the assessment.  
・If your application is successful, a budget application form will need to be submitted separately, after which the final budget allocation will be decided.

・Payment will not be given for any item not included on this form or any item not formally agreed to; therefore, please pay attention.

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

Date **2021 6 16**

Name 　 **XX****XX XXXXXX**

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Accommodation address |
| **2021.8.6** | **Travel to San Francisco from Narita Airport** | **San Francisco, USA** |
| **8.7-8.11** | **Attending 〇〇 Meeting 2021. Mainly attending Arctic research sessions and gathering information.** | **San Francisco, USA** |
| **8.12-8.13** | **Travel to Narita Airport from San Francisco** |  |
|  |  |  |

1. **Budget plan**

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

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

Date **2021 7 1**

Name 　 **XXXX XXXXXX**

ArCS II Overseas Fellowship Program

Itinerary and Budget Plan

1. **Itinerary**

|  |  |  |
| --- | --- | --- |
| Date | Planned activities | Accommodation address |
| **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 |
| Return 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 fees for a conference/course | \0 | Total | \ 　　 **426,400** |