　　Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ArCS II Overseas Fellowship Short-Term Program**

**Travel schedule and budget plan**

Form C

**1. Travel schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Planned activities** | **Place of stay** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

How to fill in the form:

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

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

**2. Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense item** | **Sum** | **Expense item** | **Sum** |
| Return travel expenses | JPY | Accommodation expenses (number of nights) | JPY |
| Visa fees | JPY | Other (please specify) | JPY |
| Participation fees for conference/course | JPY | Total | JPY |

● How to fill in the form

\*If you have any questions, please do not hesitate to contact us.

Accommodation expenses

* Accommodation is paid based on the Program rules.
* If you are planning to stay at a hotel, enter the number of nights and the accommodation rate per night.

If you are planning to rent accommodation for a long-term visit at monthly rates, enter the number of months and the rate.

Attach a document of proof to substantiate the expenses, such as price lists.

Airfare

* Enter the economy class airfare.
* Attach a document of proof to substantiate the expenses (a quote issued by a travel agency, an online price guide, etc.)

\* Flight tickets will be purchased directly by Hokkaido University.

Other expenses

* Enter expenses that are essential for conducting your research.

Example

* Visa fees
* Long-distance train fare
* Equipment and sample transport cost
* Registration fees for a conference, a course, etc.
* Cost of consumables required for research
* PCR test cost

Daily allowance

* Enter the place of stay and the arrival and departure dates.
* You do not need to fill in the “category” or “total” sections.
* The total costs will be calculated by the Secretariat based on the Program rules stipulating the daily allowance.
* Please convert foreign currencies into Japanese yen.
* Please add lines as necessary if you need more space in any of the sections.
* The sum specified in the budget plan will be taken into consideration during the assessment.
* Successful candidates will need to submit a budget application form, after which the final decision about the budget allocation will be made.
* Generally, the expenses not included in the application will not be be covered by the funding, so please see that all the required items are filled in.

**Travel schedule and budget plan (Example: participation in a meeting)**

16 June 2023

Name: Kumajiro HOKKYOKU

ArCS II Overseas Fellowship Short-Term Program

Travel schedule and budget plan

**1. Travel schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Planned activities** | **Place of stay** |
| 6 August 2023 | Travel from Narita Airport to San Francisco International Airport | San Francisco, USA |
| 7–11 August 2023 | Participation in XXX meeting 2023 Attending the Arctic research sessions and gathering information. | San Francisco, USA |
| 12–13 August 2023 | Travel from San Francisco International Airport to Narita Airport |  |
|  |  |  |

**2. Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense item** | **Sum** | **Expense item** | **Sum** |
| Return travel expenses | 250,000 JPY | Accommodation expenses (4 nights) | 83,600 JPY |
| Visa fees | 1,470 JPY | Other | 0 JPY |
| Participation fees for conference/course | 15,750 JPY | Total | 350,820 JPY |

**Travel schedule and budget plan (Example: participation in a field study)**

1 July 2023

Name : Umiko HOKKYOKU

ArCS II Overseas Fellowship Short-Term Program

Travel schedule and budget plan

**1. Travel schedule**

|  |  |  |
| --- | --- | --- |
| **Date** | **Planned activities** | **Place of stay** |
| 8 October 2023 | Travel from New Chitose Airport to Umeå Airport | Umeå, Sweden |
| 9–20 October 2023 | Participating in a field study with co-researchers from Umeå University. Conducting observations for determining the effect of increasing temperature on soil nutrients in the Arctic. | Umeå, Sweden |
| 21–22 October 2023 | Travel from Umeå Airport to New Chitose Airport |  |
|  |  |  |

**2. Budget plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Expense item** | **Sum** | **Expense item** | **Sum** |
| Return travel expenses | 190,000 JPY | Accommodation expenses  (11 nights) | 191,400 JPY |
| Visa fees | 0 JPY | Other (shipping charges for observation equipment) | 45,000 JPY |
| Participation fees for conference / course | 0 JPY | Total | 426,400 JPY |