

(理工学研究科) 大学院学生各位

To graduate students in the Faculty of Science and Engineering,

小金井事務部 大学院課

Graduate Schools Section, Koganei Campus

## 法政大学大学院学生 国内学会発表奨励金の給付について

### Hosei University Grant Provisions in Domestic Conference Presentation for Graduate Students

#### 1. 給付対象者 Eligibility

国内学会において研究発表、報告等を行う大学院学生

\*実際に登壇し発表する学生に限る（機器の操作、付き添い等は不可）

\*実際の発表を複数名で行う場合の取扱いについては、事前に大学院担当まで確認すること

**Graduate students who present their own papers in academic conferences in Japan**

\*This grant is meant only for the student who makes a formal presentation in the conference. (Ineligible for those who operate equipment or just attend the conference)

\*In the case of the participation given by more than one student, applicants should contact Graduate Schools Section in advance to confirm how it will be covered by the grant.

#### 2. 対象学会 Eligible conference

日本学術会議に登録された全国規模の国内学会またはこれに準ずるもの

\*開催地が東京都、神奈川県、千葉県、埼玉県の場合は支給対象外

**Only for nationwide-scale or similar scale conferences in Japan, registered in Science Council of Japan**

\*Conferences held in Tokyo, Kanagawa, Chiba and Saitama are ineligible

#### 3. 給付金額 The amount of grant

学生1人につき、毎年度1回を原則とし、その限度額は3万円とする。ただし、複数回の給付が可能な場合には、追加申請を認めるものとする。その際の支給額、申請方法等については、当該年度募集要項又は掲示等で周知する。交通費および宿泊費の実費を給付する。

\*学会2回以上の合算は不可

\*学割運賃を適用し、主要駅発着で算出するため、申請額領収金額と給付額が異なる場合がある

**As a general rule, the application is accepted once in every academic year and maximum amount is 30,000 JPY. However, additional applications may be accepted when the grant can afford to make multiple payments. In this case, the amount of grant and how to make application will be announced by the bulletin board, etc. The grant will cover the actual expenses of transportation and accommodation fees.**

\* Applicants are not allowed to add expenses incurred by participating in two or more conferences for one application.

\* The approved amount may differ from the application total. The domestic travel expense is calculated by the usual special-rate for students, which is based on the fare between major stations.

#### 4. 提出書類 Documents to be submitted

- ① 学会発表奨励金申請書（「学会発表 様式 A、B、C」）

The Grant Application Form for Travel Expense（「学会発表 Format A, B, C」）

- ② 支払先マスター登録申請書

The Registration Sheet for Payment Recipient

- ③ 領収書(本書)（「学会発表 様式 C」 に貼り付ける）

Original receipts, attached to Format C

- ④ 学会プログラムのコピー（学会名、開催日程、会場、発表者、発表題名を確認できる箇所）

Conference program is required on which the conference name, period, venue, presenter and the title of paper are described.

#### 【注意事項】 Notes on application

- ① 交通費、宿泊費のみ支給（食事代、入湯税等は支給対象外）

Only transportation and accommodation fee are eligible (ineligible: meal charge and hot-spring taxes, etc.).

【宿泊費】

- ➡ 宿泊費の上限は、1泊1万円とする

The upper limit of domestic accommodation fee is 10,000 yen per night.

- ① 学会開始時刻までに会場へ到着するためには、起点駅等\*を午前8時以前に出発する必要がある場合のみ、前泊を認める

Staying at accommodation from the previous night is permitted only if the applicant needs to depart from the main station (airport) before 8:00 A.M. in order to arrive at the venue by the opening time of conference.

- ② 学会終了後に出発し、起点駅等\*への帰着が午後11時以降になる場合のみ、後泊を認める

Staying at accommodation after closing of conference is permitted only if the applicant arrives at the main station (airport) after 11:00 P.M. if he/she departs the venue after closing the conference.

#### 【交通費】

- ① 交通費は起点駅等\*から学会会場最寄駅までの最短経路の学割運賃を適用します。(自宅～起点駅間の費用、途中立ち寄りの費用、グリーン料金は支給対象外)

The usual student special-rate for the shortest path from the main station to the venue of conference shall be applied for domestic transportation. The transportation expenses between your home and the main station, stopover and green-car charges are not acceptable.

※起点駅とは、申請者が学会発表するため乗車（または搭乗）する長距離列車等の主要駅（または空港）とします。（例：新幹線の場合：東京駅、品川駅、新横浜駅、大宮駅など。航空機の場合：羽田空港、成田空港など。）

The main station (airport) means long-distance-train arrival and departure station (airport).

(For example, In case of the Shinkansen: Tokyo, Shinagawa, Shin-Yokohama, Omiya and etc. In case of the airplane: Haneda airport, Narita airport and etc.)

- ② 航空機の利用は、経済的あるいは社会通念上合理的な場合に限り認める

Use of airplane is accepted only if it is economical or reasonable based on common sense.

- ③ プリペイドカード類や、Suica・PASMO チャージ料は不可

Service charges such as prepaid card, Suica and PASMO are not acceptable.

#### ② 必ず領収書を発行してもらうこと（領収書が無いものは支給しない）

Original receipts are required for grant payment. Please make sure to obtain them for each expense.

- ① 領収書(本書)の宛名は本人名とし、区間、経路、利用日、宿泊日等が明記されていること

The acceptable receipt made out to the applicant, on which detail information such as applicant name, route, and date of use or stay is also printed.

- ② 代表者が一括で予約した場合でも、領収書は申請者ごとに発行してもらうこと

Even if the travel reservation for the group of participants is made by one representative, the receipt should be separately obtained for each applicant.

- ③ パック旅行で申し込んだ場合、旅程表などの内容明細も「学会発表 様式 C」に貼り付ける

If the travel reservation is made by the package tour, itinerary details should be also attached to "学会発表 Format C"

#### ③ 前泊した場合①学会開始時刻のわかるもの、後泊した場合②学会終了時刻のわかるものを添付する

If staying at hotel before the opening date of conference, you need to submit the documents which state the opening time of conference. If staying at hotel after closing of the conference, you need to submit the documents which state the closing time of conference.

#### ④ 国内学会参加費、タクシー代、レンタカー代、ガソリン代、高速道路代、手荷物代、予約手数料等は不可

Some expenses such as conference registration fee, taxi fare, rent-a-car fee, gasoline cost, expressway tolls, **baggage handling charge, and commission charge** are not acceptable.

#### ⑤ 様式 A および B には指導教員の署名、捺印をもらう

Supervisor's signature and his/her stamp should be printed on Format A and B.

#### ⑥ 給付金の支給は、申請者の銀行口座へ振込。支払先マスター登録申請書の記入にご注意下さい。

The accepted grant will be paid through bank transfer just only to the applicant's bank account. Applicants should carefully fill in the Registration Sheet for Payment Recipient.

## 5. 参考 Reference

『法政大学大学院学生学会発表奨励金給付規程』

『Hosei University Grant Provisions in Domestic Conference Presentation for Graduate Students』