

## Notes on using research expenses for the International Collaborative Research

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Planning and Promotion Office  
Disaster Prevention Research Institute (DPRI)  
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Please note the following points when executing research expenses for the International Collaborative Research outside of Japan.

1. Researchers can only purchase consumables which cost less than 100,000 yen. Researchers cannot purchase equipment.

\* PCs, tablet computers, digital cameras, video cameras, televisions, recording devices, radio-controlled aerial vehicles weighing 100g or more are classified as equipment even if they cost less than 100,000 yen.

2. Purchases and payments of expenses can be made through either of the following two procedures.  
1) Personal Payment by the DPRI Contact Person and Reimbursement Afterwards (Most-recommended payment method; Other methods are strictly for exceptional circumstances)

**【In case DPRI Contact Person Stays in Japan】**

- ① The overseas researcher requests necessary items to the DPRI Contact Person.
- ② The DPRI Contact Person places an order for the items with the overseas researcher as the delivery recipient, and personally makes the payment.
- ③ The overseas researcher emails photographs of the delivered items to the DPRI Contact Person as attachments.
- ④ A member of the DPRI in charge of acceptance inspection, excluding the person who placed the order, verifies the delivery of the purchased items using the photographs sent in ③ above.
- ⑤ The DPRI Contact Person requests a reimbursement for the payment to the Accounting Section with the receipts and the photographs of the delivered items.

**【In case DPRI Contact Person Visits Overseas Researcher】**

- ① The DPRI Contact Person visits the overseas researcher at his/her institute.
- ② The overseas researcher requests necessary items to the DPRI Contact Person.
- ③ The DPRI Contact Person places an order for the items and personally makes the payment in the country.
- ④ The DPRI Contact Person takes photographs of the delivered items. If the items are delivered after the DPRI Contact Person returns to Japan, the overseas researcher emails photographs of the delivered items to the DPRI Contact Person as attachments.
- ⑤ A member of the DPRI in charge of acceptance inspection, excluding the person who placed the order, verifies the delivery of the purchased items using the photographs described in ④ above.
- ⑥ The DPRI Contact Person requests a reimbursement for the payment to the Accounting Section with the receipts and the photographs of the delivered items.

(In cases where the overseas researcher must personally make payment for special reasons)

- ① The overseas researcher notifies the DPRI Contact Person of the purchase in advance.
- ② The DPRI Contact Person prepares an Application for Approval of Reimbursement, submits it to

the Accounting Section, and obtains approval from the Accounts Manager (Administration Office Director). Once approved, the DPRI Contact Person informs the overseas researcher.

③ The overseas researcher places an order for the items, personally makes the payment and emails photographs of the delivered items to the DPRI Contact Person as attachments.

④ A member of the DPRI in charge of acceptance inspection verifies the delivery of the purchased items using the photographs sent in ③ above.

⑤ The overseas researcher sends a reimbursement request along with payment receipts for the purchased items to the DPRI Contact Person. If the purchase was made by credit card and no receipt is issued, the overseas researcher must send the credit card billing statement instead. If the receipt lacks corresponding details (item name, etc.), the overseas researcher must include additional documents (invoice, etc.) that provide the necessary details.

⑥ The DPRI Contact Person reviews the documents sent by the overseas researcher and requests a reimbursement to the Accounting Section along with a Foreign Remittance Request Form.

## 2) Foreign Remittance

① The overseas researcher requests necessary items to the DPRI Contact Person.

② The overseas researcher purchases items through a local vendor, and then the vendor sends the invoice to the DPRI Contact Person. The overseas researcher also emails photographs of the delivered items to the DPRI Contact Person as attachments.

③ A member of the DPRI in charge of acceptance inspection verifies the delivery of the purchased items using the photographs sent in ② above.

④ If the vendor has not yet been registered in the financial accounting system of Kyoto University, the DPRI Contact Person submits a Trade Counterpart Registration Request Form (for Foreign Remittance) to the Accounting Section along with the invoice sent in ② above.

⑤ The Accounting Section follows the foreign remittance procedures based on the invoice.

⑥ Foreign remittances are only executed on two specific days of the month (14<sup>th</sup> and 28<sup>th</sup>), and documents must be prepared 14 business days prior to the payment date.

3. In any of the cases mentioned above, the overseas researcher and the DPRI Contact Person must communicate closely to promptly prepare documents and undergo the accounting procedures. In terms of the accounting procedures, personal payment by the DPRI Contact Person and reimbursement afterwards in 1) is recommendable for a smoother procedure in most cases. Please minimize the number of accounting procedures, for example, by purchasing multiple items from a single vendor whenever feasible. Please note that if a single reimbursement is 100,000 yen or more, the DPRI Contact Person must submit an Application for Approval of Reimbursement in advance and obtain the approval from the Accounts Manager (Administration Office Director).
4. Overseas researchers are eligible to be reimbursed for travel expenses upon arrival when visiting the DPRI. Additionally, when they make a business trip to a country outside their own, they are eligible to receive foreign remittance for the actual travel expenses (submission of receipts is required) .
5. In conclusion, overseas researchers are required to consult with the DPRI Contact Person about the use of research expenses both at the time of application and at the time of execution.