

# International Travel Grant for Academic Year 2019 Application Guideline

The Graduate School of Education will offer travel grant to our graduate students who are traveling to international conferences and presenting their work (poster, oral and/or invited presentation) as presenters in the academic year of 2019 (from April 2019 to March 2020). Recipients will be determined based on the document review.

## Eligibility

- Graduate students (Master's or doctoral) currently enrolled in Kyoto University's Graduate School of Education
- A prospective presenter (poster, oral, and/or invited presentation) at an international conference in the academic year of 2019
- Please follow the instruction below and submit your application to the Global Education Office by Friday, January 31 at 17:00 (JST).

## Use of Funds

A recipient will receive the grant of either 50,000 yen or 100,000 yen, depending on a country or region, to defray expenses associated with travel to an international conference in the academic year of 2019. Allowable expenses are limited to lodging and international airfare.

Notes:

- One grant per person during the academic year of 2019
- A fixed amount of accommodation allowance will be paid per night based on Kyoto University travel expenses official regulations.  
※Please refer to [the Business Travel Expenses Manual \(for Business Travelers\)](#).
- Be sure to check relevant policies when you are requesting reimbursement for this travel from multiple funding sources.
- Please contact the Global Education Office if
  - a total of the travel expenses, including lodging and international airfare, is below 50,000 yen, OR
  - you are presenting at an international conference that will be held in Japan.

## Application Process and Deadline

All of the following materials must be submitted to the Global Education Office at any time before Friday, January 31<sup>st</sup>, 2020, at 17:00 (JST). Please contact the Global Education Office if a conference is scheduled in February or March 2020.

Also note that any incomplete application will not be considered.

- Application Form: An applicant must complete the form.
- Recommendation Letter: An academic advisor must complete the form.
- A copy of a document (Webpage, Email, etc.) to show your submission, acceptance, and/or invitation of your paper/poster to be presented at an international conference

### **Result Notification**

Upon review of the submitted applications, a selected applicant and an academic advisor will be notified of the result by Email in due course.

### **Preparation for the Travel (for selected applicants only)**

A selected applicant must submit the following documents to the Global Education Office one month prior to the departure to an international conference.

- Invoice of the flight tickets and itinerary (If you already purchase the tickets, please submit the receipt, along with a credit card statement.)
- A copy of the hotel reservation
- “International Travel Notification” and “International Travel Pledge” forms
- A copy of an overseas travel insurance
  - ※Purchase of travel insurance with full-coverage of medical expense and rescue expenses.

### **Receipt of Allowance (for selected applicants only)**

A selected applicant must submit the following documents to the Global Education Office within 10 days upon return from the international travel. Failure to submit a complete set of the post-travel documents will result in forfeiture of travel grant.

- Original boarding passes
- Hotel receipt (If you pay with a credit card, please submit a credit card statement.)
- A conference participation report
- A copy of the conference materials showing your presentation

Upon review of the post-travel documents, the grant will get deposited directly into your bank account. Please contact the Global Education Office for information on the direct deposit.

## **Contact**

Global Education Office, Graduate School of Education, Kyoto University

Address: Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501

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