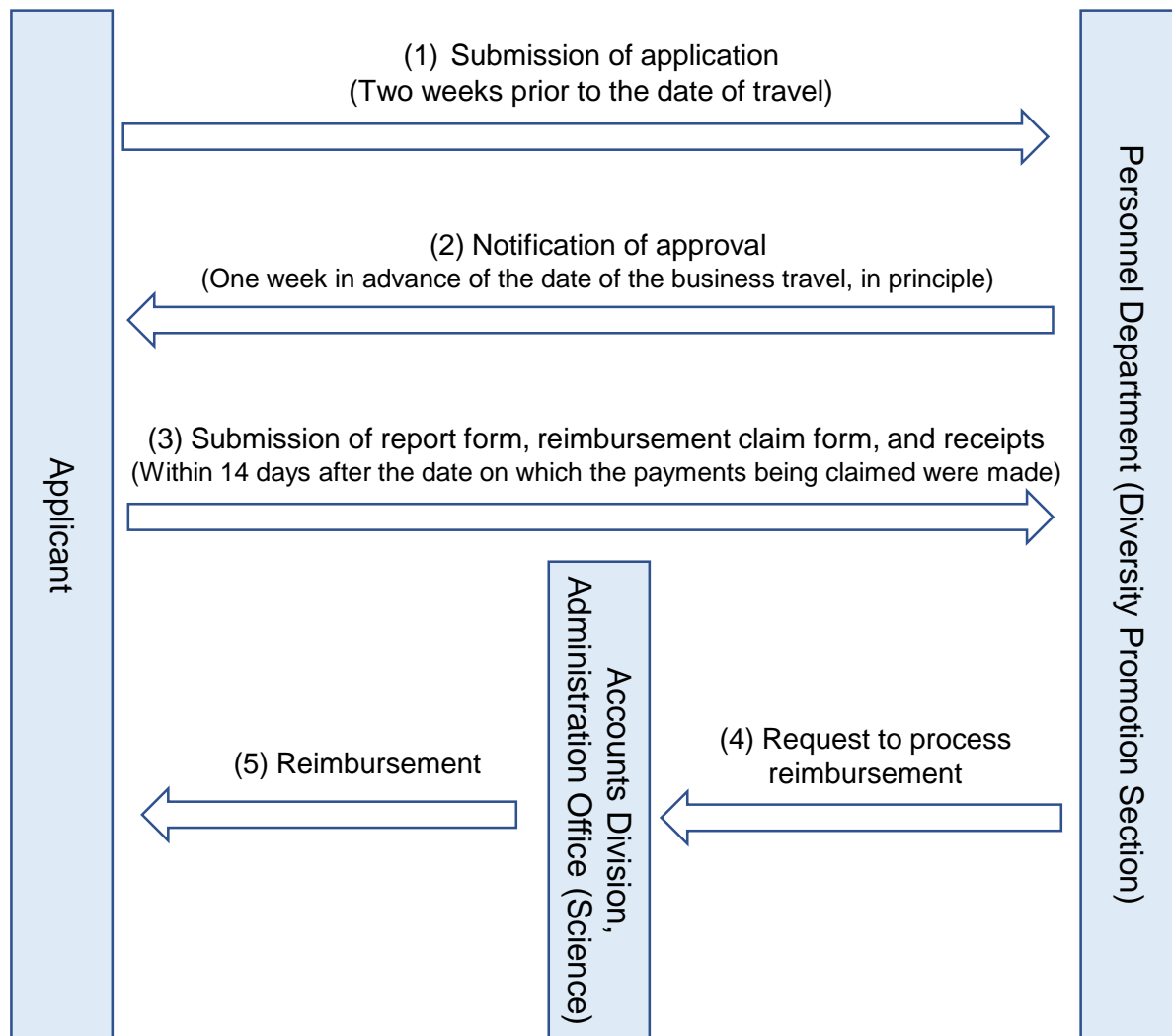


## Flow Chart of the Application Procedures for the Program to Provide Childcare Expenses to Facilitate Participation in Academic Conferences, Research Meetings, Etc.



(1) Application documents must be submitted to the Personnel Department at least two weeks prior to the date of travel.

\*Applicants should submit details of the event they will attend and documents that verify they are traveling for research purposes at the same time.

(2) The Personnel Department reviews the application's eligibility and the eligible expenses, and will issue a notification of acceptance to applicants one week in advance of the date of the business travel, in principle. (More time may be required depending on the specifics of the application.)

(3) Applicants submit the report form, reimbursement claim form, receipts, etc. (documents that verify the expenditure) to the personnel Department within 14 days from the date on which the payments being claimed were made or the date of return from the business trip.

(4) The Personnel Department confirms the contents of the report form, reimbursement claim form, receipts, etc., and requests the Administration Office (Science) to process the reimbursement.

(5) The Administration Office (Science) makes the payment to the applicant.