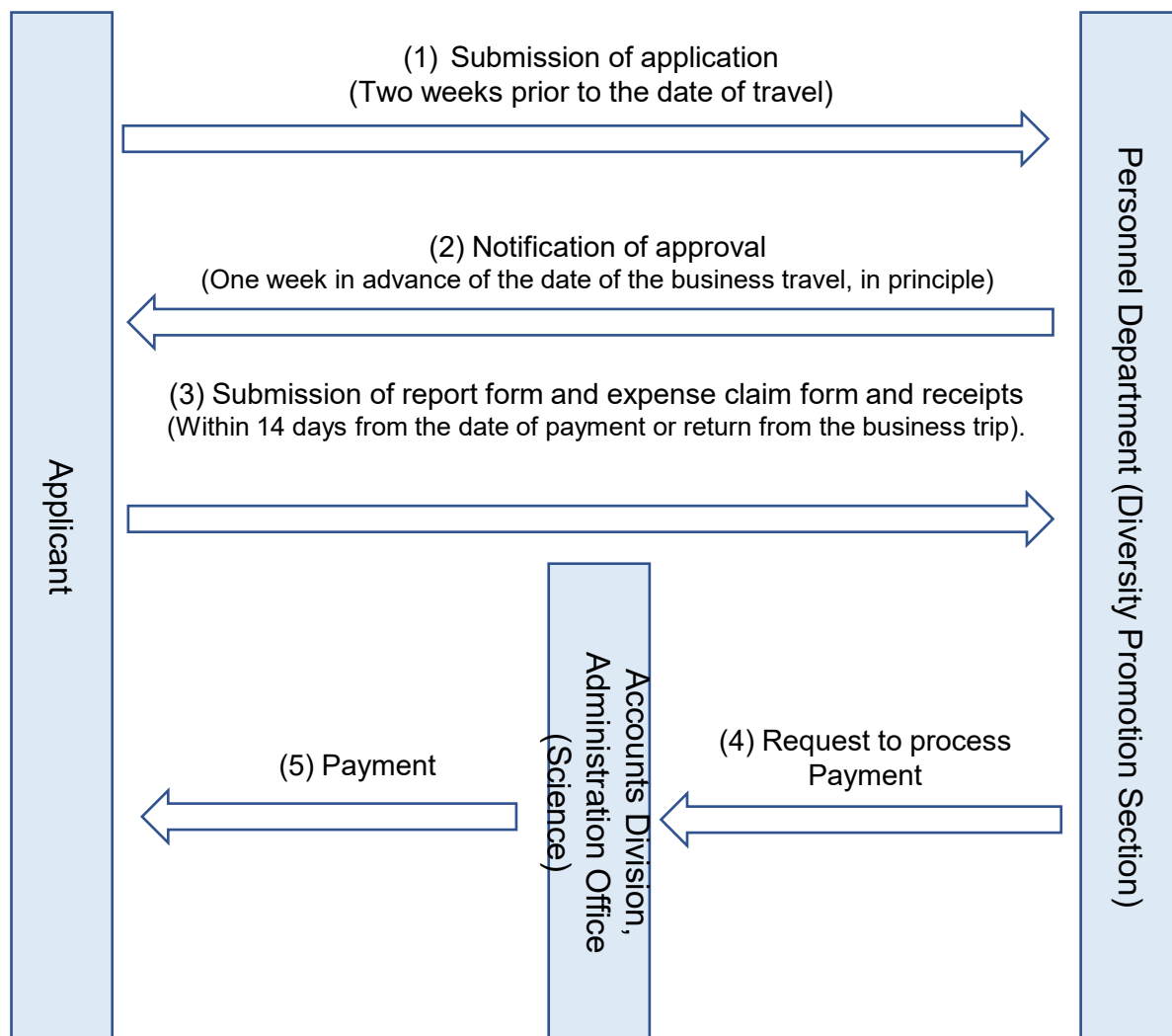


Flow Chart of the Application Procedures for the Program to Provide Childcare Expenses to Facilitate Participation in Academic Conferences, Research Meetings, Etc.



- (1) Application documents must be submitted to the Personnel Department at least two weeks prior to the date of travel.
- (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 and expense claim form, receipts, etc. (documents that verify the expenditure) to the Personnel Department within 14 days from the date of payment or return from the business trip.
- (4) The Personnel Department confirms the contents of the report form and expense claim form, receipts, etc., and requests the Administration Office (Science) to process the payment.
- (5) The Administration Office (Science) makes the payment to the applicant.