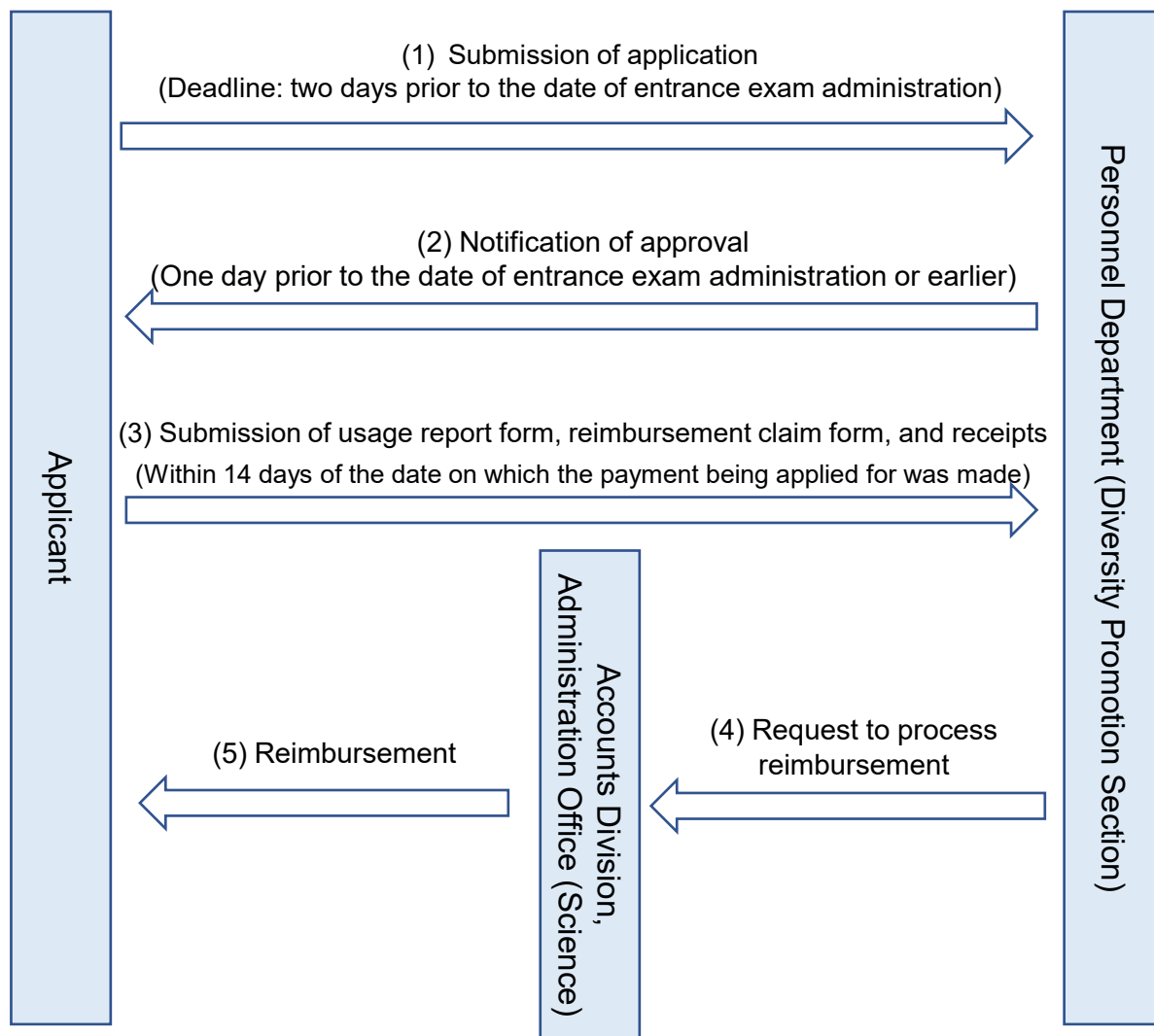


Flow Chart Application Procedures for the Program for Provide Childcare Expenses for Entrance Examination Staff



- (1) Application documents must be submitted to the Personnel Department at least two days prior to the entrance exam work.
- (2) In principle, the Personnel Department will confirm the application's eligibility and the eligible expenses, and will issue an acceptance notification to applicants within one week from the submission of the application. (More time may be required in some cases.)
- (3) Applicants submit a usage report form, reimbursement claim form, receipt(s), etc. to the personnel Department within 14 days from the date on which the payments being claimed were made or the date on which the applicant has engaged in the entrance exam administration. (If the payment details are indeterminable with receipts, submission of supplemental documents will be required.)
- (4) The Personnel Department will confirm the contents of the usage report form, reimbursement claim form, receipts, etc., and request the Administration Office (Science) to process the reimbursement.
- (5) The Administration Office (Science) will make the payment to the applicant.