

Travel expenses for moving-in (*Funin Ryohi*)

If newly hired Faculty Staff members need to relocate at the time of their employment, travel expenses for relocation will be reimbursed, in accordance with the job type. However, please note that travel expenses will not be provided for those moving from within the suburbs of Fukuoka City, Kasuga City, Onojo City, Kasuya County, and surrounding areas. Should you have any questions about your eligibility for travel expense reimbursement or the documentation required, please contact the section in charge of travel expenses at the administrative office of your faculty.

Main types of travel expenses*¹ to be paid

- Travel expenses of the employee him/herself. (Air fares and other transportation expenses, daily allowance, accommodation charges)
- Travel expenses for accompanying family members*². (Air fares and other transportation expenses, daily allowance, accommodation charges)
- Moving expenses (Transfer charges, after-arrival allowance, and so on)

**¹ The travel expenses to be paid will be calculated in accordance with the university's regulations. Travel expenses for relocation may vary depending on the job type.*

**² If accompanying family members relocate later than the hired individual, the travel expenses for the accompanying family members will not be covered.*

To be arranged by the individual

■ Transportation arrangements

1. Once the date of your arrival to Japan has been decided, please arrange the necessary transportation.
2. Upon arrival, please submit the following items for reimbursement of travel expenses:

■ Items required for reimbursement:

- Transport receipts (please refer to the table on the right) and statements, etc.
- A copy of the certificate of residence confirming old and new addresses.
- Form (University form; to be filled out after your arrival in Japan.)
- Notification of arrival (University form; to be filled out after your arrival in Japan.)

■ Documents required to be submitted for transportation reimbursement.

Means of Transportation	Documentary Evidence
Airplane	• Documents that verify boarding • Receipts
Railway	• Receipts (Not required for domestic travel within Japan)
Bus	• Receipts (Not required for domestic travel within Japan)
Ship	• Receipts (In Japan, only required if a sleeper fare is paid.)