

National Institutes of Natural Sciences, an Inter-University Research Institute Corporation,
Implementation Procedures of the Business Trip Accompaniment Support System

October 17, 2018

Decision of the Executive Director in Charge of Gender Equality

(Purpose)

Article 1

The purpose of these Procedures is to promote gender equality and work life balance by the provision of some support by NINS with regard to transportation expenses when a child of an executive officer or employee who is working at the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (hereinafter referred to as “NINS”), joint researcher, etc. who is conducting research at NINS, and student who is making a business trip on NINS business (hereinafter referred to as “employees, etc.”) accompanies the business trip of an employee, etc. who is the parent (hereinafter referred to as “transportation expenses with regard to the business trip accompaniment of a child”).

(Eligible Persons)

Article 2

A person who becomes eligible for this system shall be the person listed in the following items among employees, etc.

- (i) A person who needs transportation expenses with regard to the business trip accompaniment of a dependent child (from the day following the day of termination of the leave after childbirth (for the following item and Item (iii), day deemed to apply to leave after childbirth) until the final day of March of the academic year of completion of the sixth year of elementary school; the same shall apply hereinafter) for work
- (ii) A person who needs transportation expenses with regard to the business trip accompaniment of a dependent child for conducting joint research, etc. at NINS (Provided however, that the person has not been issued the same support at the institute to which the person belongs)
- (iii) A person who needs transportation expenses with regard to the business trip accompaniment of a dependent child among students who is making a business trip on NINS business
- (iv) A person who needs transportation expenses with regard to the business accompaniment of a dependent child among researchers, etc. accepted by NINS
- (v) Other persons whom the Executive Director in Charge of Gender Equality or Vice

President has deemed particularly necessary
(Limitation of Support)

Article 3

Transportation expenses with regard to the business accompaniment of a child eligible to receive the support shall be within the limit of the business trip schedule of the employee, etc.

(Contents of Support)

Article 4

The maximum total amount of the support in this system shall not be more than 25,000 yen per year per dependent child and where the business trip eligible to receive the support extends over the multiple fiscal years, it shall be support of the fiscal year that includes the business trip end date.

2 For transportation expenses with regard to the business accompaniment of a child, actual costs based on receipts, etc. shall be paid; provided however, that portions equivalent to the railway special vehicle charge (green car supplemental charge), business class airfare or more, and upper-class seat fare including Class J, etc. shall not be subjected to payment.

(Application Procedures)

Article 5

A person who applies for support by this system (hereinafter referred to as the “applicant”) shall submit a written application provided for separately in advance to any of the point of contact in charge set forth in the following items.

- (1) Administrative Bureau (General Affairs Section, General Affairs Division)
- (2) National Astronomical Observatory of Japan (Employee Affairs Unit, General Affairs Group, Administration Department)
- (3) National Institute for Fusion Science (Employee Section, General Affairs Division, Department of Administration)
- (4) Okazaki Administration Center (Employee Section, General Affairs Division, General Affairs Department)

2 If the application for use cannot be submitted in advance due to an unavoidable circumstance, it shall be submitted ex post facto without delay. Furthermore, the application for use submitted in excess of two weeks after the business trip (if the business trips are on consecutive days, two weeks from the last day) shall not be accepted.

3 After the business trip, the receipt of transportation expenses covered by the support (documents stating the date of use and amount of money used), stub (if an airplane was used), and copy of the business trip report shall be submitted to the point of contact listed under

Paragraph 1.

(Notification of Approval)

Article 6

NINS shall notify the applicant regarding the approval or disapproval of the application using the Written Notice of the Result of the Application provided for separately. In the case of disapproval, if the receipt has already been submitted by the applicant, the receipt shall be returned.

2 The support shall be paid to the applicant whose application has been approved pursuant to the particulars contained in the Written Notice of the Result.

(Cancellation of Approval)

Article 7

When the application for use contained a false statement, NINS shall rescind the approval of the application.

2 An applicant whose approval was rescinded pursuant to the provisions of the preceding paragraph must return the support already received in the course of said rescission to NINS.

(Miscellaneous Provision)

Article 8

In addition to what is provided for in these Procedures, matters necessary for implementing the childcare support system shall be determined by the Gender Equality Promotion Committee.

Supplementary Provision

These Procedures shall be put into effect as of November 1, 2018.

Supplementary Provision

These Procedures shall be put into effect as of December 1, 2020.