

Graduate School of Media and Governance Research Fund

Usage Guidelines For the 2024 Academic Year

Office of Facilities and Property Management
Office of Accounting and Procurement Services

1. Overview

Expenses from the Graduate School of Media and Governance Research Fund (hereafter referred to as the “research fund”) must be made in accordance with the following guidelines.

[Budget]

The research fund is assigned to Master Seminars and budgeted in accordance with the number of members belonging to respective Seminars. The fund is intended for faculty members in charge of Master Seminars/Independent Research, and the master’s and doctoral students enrolled in these. The number of members excludes: non-degree students, students studying abroad or on a temporary leave of absence, those who have yet to pay their academic fees for the semester concerned (including those who applied for tuition deferment; *those who do not pay their academic fees **by the end of December** will not be counted for this academic year), and faculty members studying abroad, on sabbatical, or on other leave (but those who have students registered for their Master Seminars will be counted).

The budget for each fund will be calculated after students have registered for courses, and details will be provided to the faculty member in charge. Please share the details with the person in charge of accounting in your Seminar. The number of registered students will be reviewed after the course registration period in the Fall Semester ends, and the budget will be adjusted and finalized.

*If students pay their academic fees after the budget has been calculated, the budget will be adjusted accordingly.

[Management and Administration]

1) Application period: After the budget has been calculated – February 28, 2025

Accepted period for invoices and receipts: April 1, 2024 – February 28, 2025

For accounting purposes, expenses from the research fund must be in line with the single-year budget principle and completed within this academic year. Funds may not be carried over to the following academic year.

2) Submission deadline: February 28, 2025

If you purchase by invoice payment, the purchase, delivery of goods, and application must be made by January 31, 2025.

*Each year, we receive a high volume of applications just before the deadline, resulting in payments taking longer than usual.

Please understand that this research fund is meant to be used for research in the 2024 academic year. We ask you to make purchases and submit applications by January 31, 2025.

*Students who will graduate in the Spring Semester must complete the purchase, receipt of goods, and application for payment by the date of their graduation.

- 3) The faculty member in charge of a Master Seminar should manage and record all expenses in an easy-to-understand manner such as in an account book.

*The research fund is assigned to respective Seminars. As such, if you belong to different Seminars in the Spring and Fall Semesters, expenses must be completed within each semester.

- 4) As a general rule, payments from the research fund will be made directly to the vendor upon receipt of the vendor invoice, in accordance with the process described in the Keio University Manual for Use of Funds.

2. Notes on Expenses

1) Expenses that are not approved

- (a) Construction or installation costs for facilities or buildings (including equipment disposal costs)
- (b) Payments which constitute an employment, such as issuance of monthly payments (excluding part-time work)
- (c) Book expenses and examination fees for obtaining personal qualifications (e.g., Eiken and TOEIC), and book expenses related to job hunting
- (d) Costs incurred at social gatherings while at an academic conference
- (e) Expenses related to Teaching Assistant or Student Assistant work (e.g., transportation costs)
- (f) Optional expenses for items like electric appliances (e.g., warranty extensions, Apple Care Protection Plan)
- (g) The portion of a purchase that is made with points, loyalty schemes, Amazon/Apple gift cards and the like
- (h) Expenses that are not for research purposes and are difficult to distinguish between work and personal use (e.g., purchase or use of cellular models of smartphones/tablets/Apple Watch, related consumables, daily necessities, home appliances, furniture, seals; *inkan*, textbooks, and notebooks)
- (i) Other expenses not directly related to research (e.g., food, air conditioners/heating)

equipment, kettles, desks and chairs for the lab, health equipment, lamps)

*Expenses on items that correspond to (h) and (i) may be reimbursed if they are directly related to research, in which case you should attach a document clearly explaining the relationship. Your request will then be reviewed based on the statement.

2) Important Points

- (a) Postage fees (stamps, postcards, revenue stamps; *inshi*) will be considered as cash vouchers. Submit an addressee list with a breakdown of expenses to verify that all fees are used up in full.
 - (b) Submit all receipts exactly as you received them without cutting them. Expenses will not be covered if it is unclear whether points were used or not. Expenses intended to acquire points may not be reimbursed.
 - (c) Purchases without a receipt will not be accepted. This applies to online purchases as well. Be sure to receive a receipt when making an online purchase.
 - (d) In principle, the applicant and the recipient must be the same person. Consult at the time of application if the applicant is someone other than the recipient.
 - (e) For purchases made by invoice, be sure to check the payment deadline and submit well in advance.
- *Due to the time required for administrative processes, please pay in advance if the payment deadline is in less than two weeks. The submission deadline for payments by invoice is January 31.
- (f) Receipts without the names of items purchased will not be accepted. Please make sure they are filled out by the vendor.
 - (g) For purchases on Amazon, submit the delivery slip to avoid double billing. If there is no delivery slip, submit the tag attached to the item.
 - (h) If you submit a receipt marked “reissued,” please enter into Dr.Budget the reason for the reissue.
 - (i) **We do not manage individually allocated budgets. Please consult with the faculty member in charge.**
 - (j) Purchases made by credit card may not be accepted if the date of withdrawal from your bank account is not within the academic year. Be careful about this point when applying in February and onward.

If you have any questions, contact us via the link below before submitting your application.

[Inquiries on the New Accounting System \(Google Form\)](#)

(We ask you not to contact us by phone for inquiries.)

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