

Regarding evidenced documents required for reimbursement

The qualified invoice-based method (the invoice system) came into effect on October 1, 2023. Please obtain an "Invoice (Qualified Invoice)" or "Simplified Invoice (Qualified Simplified Invoice (Receipt))" for transactions with qualified invoice issuers. Please refer to the following URLs for details.

Overview→https://spirit.rikkyo.ac.jp/staffs/finance_division/payment/SiteAssets/pdf/about_invoice.pdf

Q&A→https://spirit.rikkyo.ac.jp/staffs/finance_division/payment/SiteAssets/pdf/faq_invoice.pdf

To improve the convenience of researchers and ensure accounting transparency, please use invoice settlement, which does not require a lot of evidentiary documents. Also, if you have no choice but to pay in advance, please proceed with reimbursement as soon as possible.

- Please request that evidentiary documents be issued in the name of "Rikkyo University, Your Name". Also, please make sure the evidentiary documents are dated. Please affix your own seal of confirmation on the delivery slip in case of vendor payment and the receipt in case of advance payment.
- Receipts are valid for 3 months. (Counted by month; Example: A receipt dated April 5 must be submitted by the end of July. Submission after August 1 is not valid. However, receipts for travel expenses are calculated from the following dates: Air tickets: Date of boarding, Accommodation fee: Date of accommodation, Package tour fee: From the date of departure of the tour.)
- As for the "payment slip and receipt" of the post office and the "receipt of money transferred" of a bank, please attach a separate document to confirm the details of payment, such as "copy of payment handling slip (Please make a copy before payment)", "invoice", and "membership payment guide".
- For advance payment by credit card, please submit a credit card statement (original) if you cannot obtain the same evidentiary documents as cash advance payments for online sales or overseas purchases. After the debit date is fixed, please prepare a page of your statement with the debit date, the name of the cardholder and the name of the bank account holder. (Credit cards must be in the user's name. Family cards are not accepted.) If payment is made in a foreign currency, a statement with the conversion rate shown is required. Credit card payments do not require a statement if you have a receipt. Credit card statements are valid for 3 months from the debit date. Please note that credit card usage at the end of the academic year is limited to credit card statements that can be submitted by the deadline for submission of evidentiary documents and that are debited within the academic year concerned.
- If you use a debit card, please submit a document (such as a usage statement) confirming that the account is in your name. For overseas use, reimbursement can be processed with a usage statement or a usage notification email if it shows the following three points: ① the account is in your name, ② the conversion rate or the amount paid in the local currency, and ③ the deducted amount in yen.
- When advance payments in cash in foreign currencies are made overseas, the payment will be made in yen based on the exchange rate for the month specified by the University.
- Any error or correction in the contents will invalidate the document, so if there is any correction, you will be required to obtain a reissued form.
- If it is generally difficult to understand the need for reimbursement or the relationship to the study, please create an "Expense Rationale form (arbitrary format)" or a "Notification (specified form for travel expenses)".

■ Sample Invoice Format (Example of qualified invoice issuer)

Invoice

(Month) (Day) 20XX

Rikkyo University (Your Name)

1 -2 -3, △△, ○ ○ -ku, Tokyo XXX-XXXX

TEL: 03-XXXX-XXXX

□□□□ Co., Ltd. Company Seal

Registration number T1234567890123

We request payment of the following amount.

Payment due: ¥50,000

Details

<Required information>

(1) Invoice date

Make sure to ask the vendor to fill this in.
*If the date cannot be confirmed or there is an error, it will not be accepted.

(2) Addressee

Please ask the vendor to write your name and university name: "Rikkyo University". *Those without the name of the University are not accepted.

(3) Name and seal of the invoicing vendor

The name of the vendor shall be entered and the company seal shall be affixed.

*Please contact the Research Center if there is no company seal on a foreign company or web invoice.

(4) Registration number (in the case of qualified invoice issuer)

(5) Invoice Amount

(6) Details

The details of the invoice, including item name, quantity, unit price, etc., the amount of consumption tax per tax rate, and the applicable tax rate (in the case of a qualified invoice issuer) must be indicated. *If there is no detailed description, please attach the description separately.

■ Sample Receipt Format (Example of qualified invoice issuer)

Receipt

(Month) (Day) 20XX

Rikkyo University (Your Name) stampa

1 -2 -3, △△, ○ ○ -ku, Tokyo XXX-XXXX

TEL: 03-XXXX-XXXX

□□□□ Co., Ltd. Company Seal

Registration number T1234567890123

Amount ¥44,000 -

I have received the above amount.

Details

<Required information>

(1) Date of receipt

Make sure to ask the vendor to fill this in.
*If the date cannot be confirmed or there is an error, it will not be accepted.

(2) Addressee (+ Personal stamp)

Please ask the vendor to fill in your name and University name, and put your seal on it before submitting it.

(3) Name and company seal of the vendor receiving payment

The name of the vendor shall be entered and the company seal shall be affixed.

*Please contact the Research Center if there is no company seal on a foreign company or web invoice.

(4) Registration number (in the case of a qualified invoice issuer)

(5) Receipt

(6) Details (or remarks)

The details of the invoice, including item name, quantity, unit price, etc., the amount of consumption tax per tax rate, and the applicable tax rate (in the case

of a qualified invoice issuer) must be indicated.

*If there is no detailed description, please attach the description separately.

<Cases where receipts, etc. are not issued>

- When a transfer is made via online banking, the output of the transfer confirmation screen (payee, date, amount, handling fee, etc.) will be used as a substitute for the receipt of the transfer.
- If you paid via PayPal, please submit the original receipt. If you do not have the original receipt, please be sure to submit a document that confirms the transaction details (conversion rates, etc.), PayPal statement and credit card statement (original, in principle).
- When a receipt is not issued due to online sales, overseas purchases, etc., for advance payment by credit card, the output document (seal required) on the credit card settlement confirmation screen will be used as a substitute for the receipt. If this is not available, please submit your credit card statement (original, in principle; limited to the card holder).

<Addressee name and other information on receipts> (Requests and communications at the Deans' Council on March 20, 2014)

- A receipt for research funds must have (1) "Rikkyo University" (or "Rikkyo Gakuin") and (2) the seal of the person who paid for it affixed to the addressee column.
- In the following cases, the description of "Rikkyo University" (or "Rikkyo Gakuin") is not required.
 - (1) Receipts issued outside Japan
 - (2) There is no addressee column on the receipt.
 - (3) Receipts issued by Amazon or other online stores
 - (4) A train or bus ticket, a hotel (Name is mandatory), or a receipt issued from an automatic ticket machine.
 - (5) Credit card statements and bank transfer forms (Name is mandatory)