



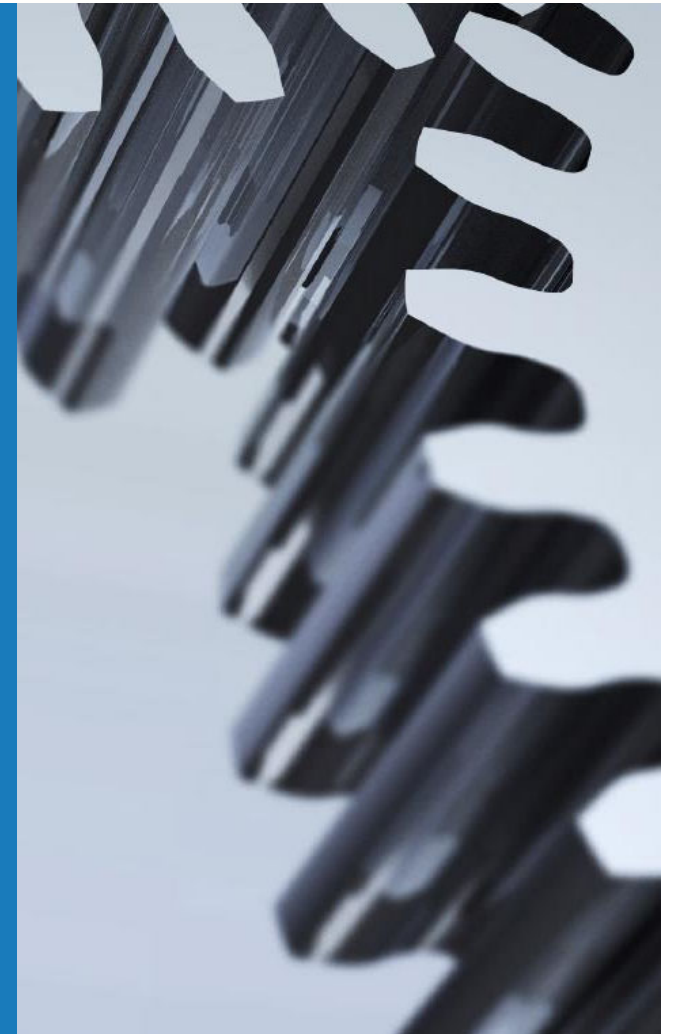
AUN/SEED-Net



FINANCIAL GUIDELINES

Alumni Support Program for Event (ASP-E)

JFY 2022 (April 2022 - November 2022)





AUN/SEED-Net



1. REGULATIONS

2. SUPPORT COVERAGE

3. FINANCIAL PROCEDURES



Regulations

1.) The Program Contract period in Japanese Fiscal Year (JFY) 2022 is from **April 15, 2022 or contract signing date (whichever comes later) until November 30, 2022.**

2.) Expenditure incurred before or after the Program Contract period **will not be accepted.**

3.) According to JICA financial regulation, **only a hard copy** (paper) is regarded as proper financial reports, PDF or any soft copy files are not allowed.
Re-used paper is not accepted.

4.) Only **official bank account of Member Institution where the alumni group or alumni association is founded is applicable.** The budget should be managed by the alumni members.

5.) **The person who signs financial documents must be the authorized person such as the Rector, Dean, Head of Faculty or Head of Finance.**

6.) Non-original documents **must be certified true copy** by an authorized person for the alumni group.

7.) **Unused amount must be returned to AUN/SEED-Net by December 15, 2022.**

8.) In case the receipt is in local language, please provide a translation from the local language into English on the side by writing in pencil.

Regulations

9.) SEED-Net reserves the right to reject any transaction which:

- Is not fully compliant to the SEED-Net rules and regulations, and is not approved by SEED-Net before incurred.
- Incurs in Singapore, Brunei and Japan.
- Is suspicious of personal use.*
- Is deemed not necessary/related to ASP-E's objectives.

**Personal items are such as meals, fuel for transportation, overhead fee etc.*

***Such cases will lead to the refund of whole or a part of the financial support from AUN/SEED-Net.*

Regulations

10.) The acceptable forms of evidence of exchange rate are;

- The actual exchange rate
- OANDA website* <https://www.oanda.com/currency/converter/>
- National/Central Bank of each ASEAN member state*

**The date of exchange rate and the date on the receipt should be the same.*

Support Coverage

- ▶ Meeting package
- ▶ Consumables/Others
- ▶ Travelling expense
- ▶ Honorarium

Support Coverage

Organizing budget of **maximum 5,000 USD/fiscal year** from AUN/SEED-Net can be spent on following expenses.



-
- Rental of conference venue
 - Rental of meeting venue
 - *Lunch, snack, coffee break
 - *Dinner reception



-
- Publication production
 - Public relations
 - Conference kits
 - Conference venue decoration
 - Equipment rental
 - Stationery
 - Website
 - Printing
 - Registration fee for alumni association



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- Taxi, Train, Flight, etc.
 - Airport transfer
 - Venue transfer
 - Transportation for campus visit
 - Hotel rooms
 - *Visa fee is not covered.
 - *Daily allowance is not allowed.



-
- Honorarium for guest speaker or relevant guest
 - *Rate of honorarium must be aligned with MI's regulation and the evidence must be provided.



1 Meeting package

Rental of conference venue

Rental of SEED-Net meeting venue

*Lunch and Snack

*Dinner reception

▶ A meeting package can be arranged and paid for every participant in the event.

▶ *Receipts must be described as “Meeting Package”. Those with wordings such as food, drink, meal, or entertainment are not permitted.

Registration sheet with the names of participants and affiliations must be provided.

▶ Any receipt exceeds 1,000 USD, two or more quotations are required.



Publication production

Public relations

Conference kits

Conference venue decoration

Equipment rental

Stationery

Photo shooting

Website

Printing

- ▶ A copy of credit card statement is required for online purchase if a receipt cannot be obtained.
- ▶ Any receipt exceeds 1,000 USD, two or more quotations are required. In case quotations cannot be obtained, contact SEED-Net staff before the purchase.
- ▶ Receipts with wordings such as souvenirs are not permitted.
- ▶ For Equipment purchase, it will be considered case by case. Prior to the purchasing, the request must be submitted to SEED-Net Secretariat in writing.

3 Travelling expense

Taxi, Train, Flight, etc.

Airport transfer

Venue transfer

Transportation for campus visit

Hotel rooms

*Visa fee is not covered.

*Daily allowance is not allowed.

- ▶ The expense is available for specific purposes; for example, inviting guest speaker from ASEAN countries or Japan.
- ▶ **Expenses on extra measures regarding COVID-19 are not supported; allowances during quarantine period are not paid either.**
- ▶ Receipts for fuel/gasoline cannot be claimed under any circumstance. In case if car/bus is necessary, it is recommended to rent a car/bus (with fuel included).
- ▶ For any receipt that exceeds 1,000 USD, two or more quotations are required.
- ▶ Only Receipt with the clear details from transportation provider can be claimed.
- ▶ With the submission of AUN/SEED-Net financial report, please attach a copy of transportation plan and trip schedule.

3 Travelling expense

Taxi, Train, Flight, etc.

Airport transfer

Venue transfer

Transportation for campus visit

Hotel rooms

*Visa fee is not covered.

*Daily allowance is not allowed.

- ▶ Only **economy air ticket** is allowed. Boarding pass must be **original** and submitted to the Secretariat.
- ▶ Evidence of exchange rate must be provided.
- ▶ **Trip report** must be submitted to the Secretariat.
- ▶ Supported business trips must be separated from private trips, not the same itinerary.
- ▶ International travel to other countries outside ASEAN is not allowed.
- ▶ Eligibility of trip expense, covering **transportation, and accommodation**.

Purpose	Type	ASP-E applicant & alumni members
Activities relating with ASP	Domestic trip	Allowed
	International trip within ASEAN (except Singapore & Brunei)	Allowed
	International trip outside ASEAN	Not allowed



3 Travelling expense

- Taxi, Train, Flight, etc.
- Airport transfer
- Venue transfer
- Transportation for campus visit
- Hotel rooms
- *Visa fee is not covered.
- *Daily allowance is not allowed.

Accommodation allowance


▶ Maximum rate (USD) for accommodation allowance is as in the table.

Rate for inviting guest for ASP activity	Accommodation/ Hotel	Daily allowance
	<u>Ceiling/night (USD)</u>	(Not available)
Guest speaker or relevant guest	90	See "Honorarium" for more details

Documents that must be submitted	Items that <u>CANNOT</u> be claimed
Trip report (Please use the attached format)   <small>Trip Report Form Receipt Format</small>	Card top-up of any kind (as it cannot reflect actual trip expense) e.g. tollway card top-up
<ul style="list-style-type: none"> • Air ticket receipt + original boarding pass for every route or; • Taxi*/ Train receipt/ receipt of car or bus rental (For car or bus rental, the original receipt from the car or bus company must be provided). 	<ul style="list-style-type: none"> • Fuel charge receipt • Extra charge from Seat arrangement • Extra charges from Baggage claim • In-flight meal or entertainment that is not free of charge • Fees and charges from any changes and cancellation

4 Honorarium

Honorarium for guest speaker

- ▶ Honorarium should not be paid to any alumni member in an alumni group.
- ▶ Honorarium is available for guest speaker(s), or relevant guests. 
Receipt Format
- ▶ Honorarium rate must be aligned with the regulation of MI who organizes the event. Please provide us the evidence of the rate.

Financial procedure

- ▶ Timeline & Required Documents
- ▶ Interim Report
- ▶ Financial Report
- ▶ Other Useful Information

Timeline and Required Documents



In JFY 2022, you have to follow the steps below;

Please submit the financial report within **TWO weeks after all planned activity ends (within November, 2022).**



Financial Report

A complete Financial Report must be submitted by November 30, 2022.

A complete **Financial Report** consists of;

Account Book*

An MS Excel file with the record of all transactions which take place during the current Japanese Fiscal Year.

See more explanation next page.

Summary Table and Account Book

Contract Number: [Redacted]
Project Title: [Redacted]
Fiscal Year: 2022

Date (MM/YY)	Details of Expense	Category	Qty No.	Exchange Rate	JPY		Budget Currency (USD)	
					Revenue	Balance (USD)	Revenue	Payment
22/01/22	Self-remittance from 45810222-001	Budget Reimbursement	1	133.823	4,800.00	4,800.00	35,000.00	35,000.00
22/01/22	Office Exchange Rate 1 (USD = 133.823)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Other Support (Other Reimbursement)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for 2nd (Complete Meeting)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Traveling Expense (Japan)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Local Transport (Complete Meeting)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Meeting package at Hotel (Hotel)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Meeting Room 1 (Room for 1 night at 1 night 1 night)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Meeting Room 2 (Room for 1 night at 1 night 1 night)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Other Support (Exchange Rate and Card Cost)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Other Support (Exchange Rate and Card Cost)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Other Support (Exchange Rate and Card Cost)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Payment for Other Support (Exchange Rate and Card Cost)	Communication	1		4,800.00		35,000.00	35,000.00
22/01/22	Self-remittance from 45810222-001	Budget Reimbursement	11		5,000.00	5,000.00	214,000.00	632,000.00
Total					5,000.00	5,000.00	214,000.00	632,000.00



Account Book_Sample

Payment Slip

A one-page MS Word file assigned as a cover page of each receipt. It contains a summary of date, payee, payer, payment amount.

Payment Slip - Appendix B

Institution Name: [Redacted]
Project Title: [Redacted]
Principal Investigator: [Redacted]
Fiscal Year: [Redacted]

Appraisal Signature: [Redacted] Date of Issuance: [Redacted] Slip No.: [Redacted]

Name and Title: [Redacted]

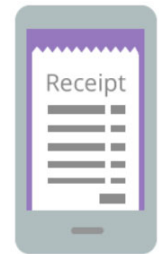
Date	Payee	Category	Amount (JPY)

Details of expense: [Redacted]

Remarks: [Redacted]



Payment slip_Sample



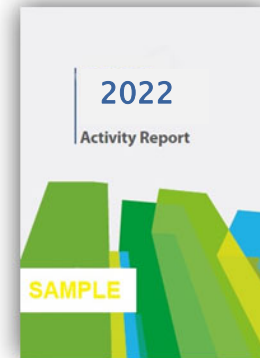
Receipt

Original receipt is a must. Copy version is acceptable only when it is "certified true copy by the university".

Supporting Documents

1. **Activity report** with photos presenting activities in the JFY
2. **Other supporting documents** are summarized below;

Meeting package	Local transportation	Accommodation
Registration sheet with the names of participants and affiliations must be provided.	Boarding pass(for flight)	Guest list issued by hotel
	A copy of transportation plan & trip schedule	



(Payment Slip/ Receipt/ Supporting Documents)

Financial Report

* Account Book

An MS Excel file with the record of all transactions, both revenues and expenditures.

The Account Book must include PAID transactions made during the contract effective date (April 15, 2022 or contract signing date, whichever comes later) until the end of the contract period (November 30, 2022).

SAMPLE

Summary Table and Account Book

Contract Number:
 Project Title: **Alumni Support Program**
 Applicant (ASP Main Coordinator):
 Fiscal Year: **2022**

Please fill out all yellow cells as shown in this example

Summary Table and Account Book

Currency : USD and National Currency KHR Unit					USD			National Currency, KHR		
Date (dd/mm/yyyy)	Details of Expenses	Category	Slip No.	Exchange Rate	Revenue	Payment	Balance (USD)	Revenue	Payment	Balance (PHP-local currency)
02/07/2022	1st Remittance from AUN/SEED-Net Money Exchange (Rate 1 USD = PHP 52.9024)	Budget Remittance	1	52.9024	4,000.00		4,000.00	211,609.60		211,609.60
21/09/2022	Payment for Office Supplies (Office Warehouse)	Consumables/Others	2				4,000.00		340.50	211,269.10
22/09/2022	Payment for Ink (Complink Marketing)	Consumables/Others	3				4,000.00		2,200.00	209,069.10
25/09/2022	Payment for Printing (Orange Segment)	Consumables/Others	4				4,000.00		180.00	208,889.10
25/09/2022	Payment for Land Transport (Geoffrey Transport Services)	Travelling Expenses	5				4,000.00		22,200.00	186,689.10
26/09/2022	Meeting package at Manila hotel	Meeting Package	6				4,000.00		580,000.00	(393,310.90)
26/09/2022	Payment to Manila hotel, 2 pax for 3 nights at Php 4,500/night (separate receipt)	Accommodation	7				4,000.00		27,000.00	(420,310.90)
26/09/2022	Payment for Office Supplies (Abacus Book and Card Corp.)	Consumables/Others	8				4,000.00		238.50	(420,549.40)
26/09/2022	Payment for Office Supplies (National Bookstore)	Consumables/Others	9				4,000.00		357.00	(420,906.40)
26/09/2022	Payment for Printing (Orange Segment)	Consumables/Others	10				4,000.00		180.00	(421,086.40)
15/11/2022	2nd remittance from AUN/SEED-Net	Budget Remittance	11		1,000.00		5,000.00			(421,086.40)
Total					5,000.00	0.00	5,000.00	211,609.60	632,696.00	-421,086.40

If any, the unused budget shall be refunded ←



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THANK YOU