

# Manual for after trip application

1. Login to "AMABIE" via OKTA authentication

<https://rbs-gw.riken.jp/my.policy>



以下に接続中 AMABIE  
自分のアカウントにサインインしてAMABIEにアクセスします

okta

サインイン

ユーザー名  
パスワード

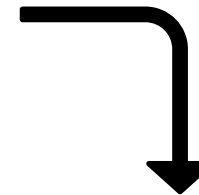
このコンピュータに記憶する

サインイン

[サインインについてヘルプが必要ですか？](#)

## <NOTE>

For the following steps, please change the specified points ONLY.



RIKEN | AMABIEへようこそ | 1 days 23:59:49 | AMABIE終了

AMABIE\_okta\_menu ▾

出勤 打刻	退勤 打刻	勤怠管理システム (日本語)	Timesheet system(English)
JINJI-Application (人事システム)	出張システム	会計システム	事務系職員人事評価システム
会議資料システム	全理研所内 COMMON		

## 2. Select "Business trips (出張システム)"



AMABIEへようこそ

1 days 23:59:49

AMABIE終了

AMABIE\_okta\_menu ▾



出勤 打刻



退勤 打刻



勤怠管理システム (日本語)



Timesheet system(English)



JINJI-Application (人事システム)



出張システム



会計システム



事務系職員人事評価システム



会議資料システム




全理研究所内 COMMON

3. Click application No. under "My status table" tab.

### Information/Notice

Status	Category	Title	Date
Unread	Information	<a href="#">ファイル受渡用のお知らせ</a>	2015/6/1



Substitute/proxy function is off

For use of substitute/proxy function, click the button above.

### Application / Approval processes

**My status table**

New

Search

List of documents to be completed

Reload

Search parameters

1 results 1 - 1

Application No.	Document title	Status	ID	Travelling employee	Affiliation/Title	Departure date	Return date	Country1	City1	Destination
<a href="#">16WJ00017</a>	Application <Domestic>	Apply	Your ID	Your Name	Your Affiliation/Title	2016/09/09	2016/09/10		Tsukuba	Tsukuba Inte

4. Click "Apply after trip" on the upper right corner of the screen to go to the next step.

Application <Domestic>  
[Apply]

Application No.  
16WJ00017

Apply before trip

**Apply after trip**

【出張前の申請の場合】  
出張の具体的な情報を入力し、「出張前申請」ボタンをクリックしてください。

【出張後の申請の場合】  
何も入力せず、「出張後申請」ボタンをクリックし、遷移後の事後申請画面で、出張の具体的な情報および報告を入力してください。

【出張前の中止の場合】  
何も入力せず、「出張後申請」ボタンをクリックし、遷移後の事後申請画面で、出張中止理由等を入力してください。

【Applying before business trip】  
Enter specific business trip information and click "Apply before trip".


【Applying after business trip】  
Leave blank and click "Apply after trip". Wait for new form to appear and enter specific business trip information and business trip report.

【Cancelling business trip】  
Leave blank and click "Apply after trip". Wait for new form to appear and enter reason for cancelling business trip.

For seals ▲Hide

Apply	Approve			In process-1	In process-2
Syuttyousya Taro					

5. Click "Enter" on the upper right corner of the screen to go to the next step.


Application <Domestic> [Apply]  Application No. 16WJ00017 Enter Back


事後申請画面に遷移します。「実行」ボタンをクリックしてください。  
Move to Application (after trip). click on the "Enter" button.

Date created : 2016/06/06

Current status		New status
<b>Apply</b>	➔	<b>Completion</b>

Req. :Required field

1  Travelling employee -

Travelling employee	950004 Syuttuousya Taro	
Affiliation/Title	Research Personnel Affairs Section / Deputy Manager	
Class for calculating lodging fee	General Personnel	
Contact phone number	<span style="background-color: #008000; color: white; padding: 2px;">Req.</span> <input style="width: 80px;" type="text"/>	

Enter contact information for person who can respond to questions on application contents ((lab assistant, etc.))  
Ex : 91-1234, 048-123-456

6. When "Application (after Trip) <Domestic>" window is shown, fill in the contact phone number. This number should be that of a person who can respond to questions on application contents, e.g. you or your lab assistant's number.

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00021

Req. :Required field

**Travelling employee**

Travelling employee	Your ID	Your Name	?
Affiliation/Title	Your Affiliation/Title		
Class for calculating lodging fee	General Personnel		
Contact phone number	Req.	<input type="text"/>	

Enter contact information for person who can respond to questions on application contents ((lab assistant, etc.))  
Ex : 91-1234, 048-123-456

7. Under "2. Basic business trip information" table, select proper departure and arrival points to match your travel route ("Workplace" is selected as default for both). Usually, it is either "Workplace" or "Home".

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00021

**2** **i** Basic business trip information

Business trip period **Req.** 2023/9/6 ~ 2023/9/7 2day(s) 1night(s)

Enter actual departure and return dates that encompass in-transit, annual leave, and other non-business days.

**Departure point** **Req.**  Workplace  Home  Primary affiliation  Day trip / business trip destination  
 Secondary workplace  Other

**Arrival point** **Req.**  Workplace  Home  Primary affiliation  Day trip / business trip destination  
 Secondary workplace  Other

8. Under "3. Route" table, copy and past the entries in the boxes which are highlighted in yellow.  
Whether you travel from home or work location, enter the station's name which is the closest one from your departure or arrival point.  
If you use other transportations besides train, please change [train] to the actual one you used.

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00021

3 Route

Dates in transit

Route: [Specified route](#)

Cities being visited

Detailed information on domestic train lines is not required. In principle, train fare will be calculated on the basis of the most economical and efficient routes.  
Ex : Wako-shi [train]→Haneda Airport [air]→New Chitose Airport [train]→Kita 18 Jo station

In principle, enter the city where the destination institute / facility is located.  
Ex : Sapporo

Req. 2023/9/6	Req. Station name [train]-> Wako	Wako, Saitama
2023/9/7	Wako [train]-> Station name	



9. Under "4. Daily allowance and lodging adjustments" table, copy and past the entries in the boxes which are highlighted in yellow.

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00021

4 Daily allowance and lodging adjustments

Enter if not fixed rate. (Payment made by other institute/organization must be entered elsewhere. Do not enter here.)

Daily allowance portion  
Ex: No daily allowance for 8/7;  
Daily allowance 1,500 yen  
One-half of daily allowance

IPAの場合、日当不支給  
IPA以外の場合、日当半額(現地交通費不要のため)

Lodging costs adjustment  
Ex: No lodging fee;  
8,200 yen per night actual cost  
※When requesting lodging fee exceeding fixed rate, explain reason.

宿泊料は規程額を支給(夕食の提供あり)

10. Under "9. Report" table, copy and past the entries in the boxes highlighted in yellow.

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00021

9 Report

Business report  Business trip carried out as planned.  Business trip cancelled

Report

Date Detailed business report

If you have problems entering all the required information on the form, you may send as separate email attachment labeled, "Additional report information".  
Ex : Meeting with XX University Professor YY, who is the PO, to discuss how to proceed with the research for MEXT-commissioned "Target XX (Production)."

Req. 2023/9/6 ~ Req. 2023/9/7

I attended this year's RIKEN Summer School and had discussion with other participants.

11. After you fill in all necessary points, click "Apply" on the upper corner of the corner of the screen to submit. To complete this application, make sure to click "Enter" on the upper right corner of the screen shown after clicking "Apply".

Application (after Trip) <Domestic> [Apply] Application No. 16WJ00017

Apply

For seals ▲Hide

Apply	Approve				In process-1	In process-2
Your Name	Supervisor's Name					



Application (after Trip) <Domestic> [Apply] Application No. 16WJ00017

Enter Back

申請内容を確認し、「実行」ボタンをクリックしてください。  
Please confirm that all entries are correct and click on the "Enter" button.

Date created : 2016/06/06

Current status
Apply

➔

New status
Approve

12. After completing this application, you will receive an email with the information of calculated travel cost to be reimbursed (Japanese only).

## 旅 費 概 算 精 算 請 求 書 (控)

出張申請番号 16WJ00017

所 属		職 務 区 分		氏 名		部 長									
本部人事部研究人事課		一般職		Syuttyousya Taro											
概 算 額		精 算 額		追 加 額		返 納 額									
円		5,460 円		円		円									
副主幹 上記のとおり旅費を請求します。 平成 28 年 6 月 7 日 氏 名 Syuttyousya Taro												・変更が発生した場合、出張システムより 「国内出張変更書(報告後)」を提出して下さい。			
旅 費 内 訳															
月	日	出 発 地	経 由 地	到着地及び 滞在地	経 路 km	鉄 道 賃			船 賃	航空賃	車 賃	日 当	宿 泊 料	合 計	
						運 賃 円	急行料金 円	特別車両料 円							
9	9	和光市	(東武東上線急行)	朝霞台	3.9	150						1/2 1200		1350	
		北朝霞	(JR武蔵野線)	南流山	32.6	550								550	
		南流山	(つくばエクスプレス快速)	つくば	36.2	800								830	
9	10	つくば	(つくばエクスプレス快速)	南流山	36.2	800						1/2 1200		2030	
		南流山	(JR武蔵野線)	北朝霞	32.6	550								550	
		朝霞台	(東武東上線急行)	和光市	3.9	150								150	
合 計					145.4	3,060						2,400		5,460	
予算科目 1300017090 100600		用務地 Tsukuba Tsukuba International Congress Center 用 務 RIKEN Summer School 2016				備 考 One-half of daily allowance No lodging fee									

100600-000 研究人事課

理 化 学 研 究 所