## Manual for after trip application

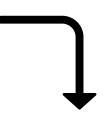
1. Login to "AMABIE" via OKTA authentication <a href="https://rbs-gw.riken.jp/my.policy">https://rbs-gw.riken.jp/my.policy</a>





## <NOTE>

For the following steps, please change the specified points <u>ONLY</u>.





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



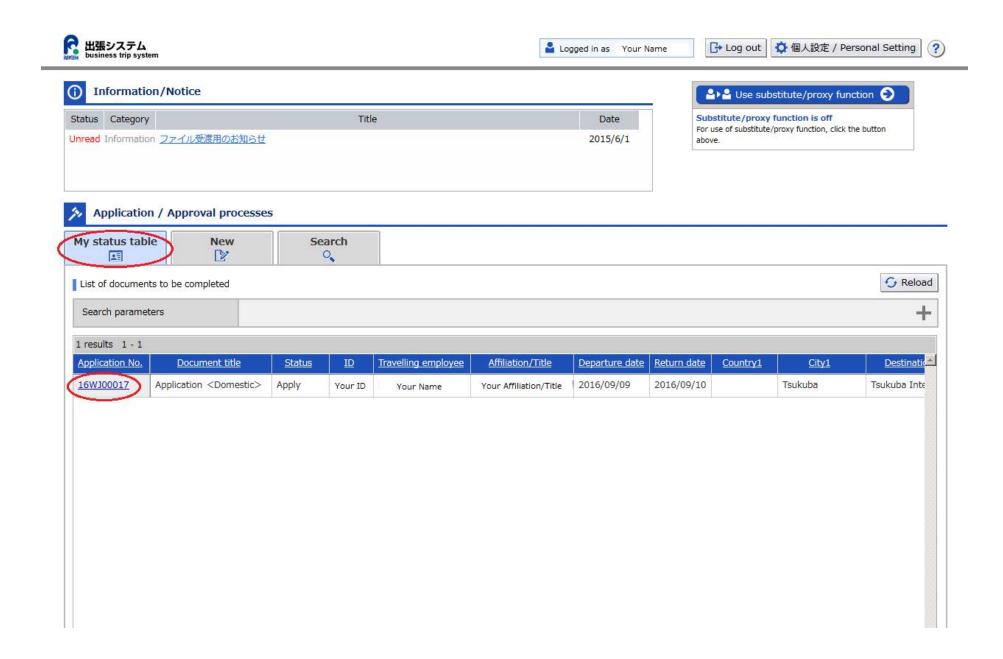
AMABIEへようこそ

1 days 23:59:49

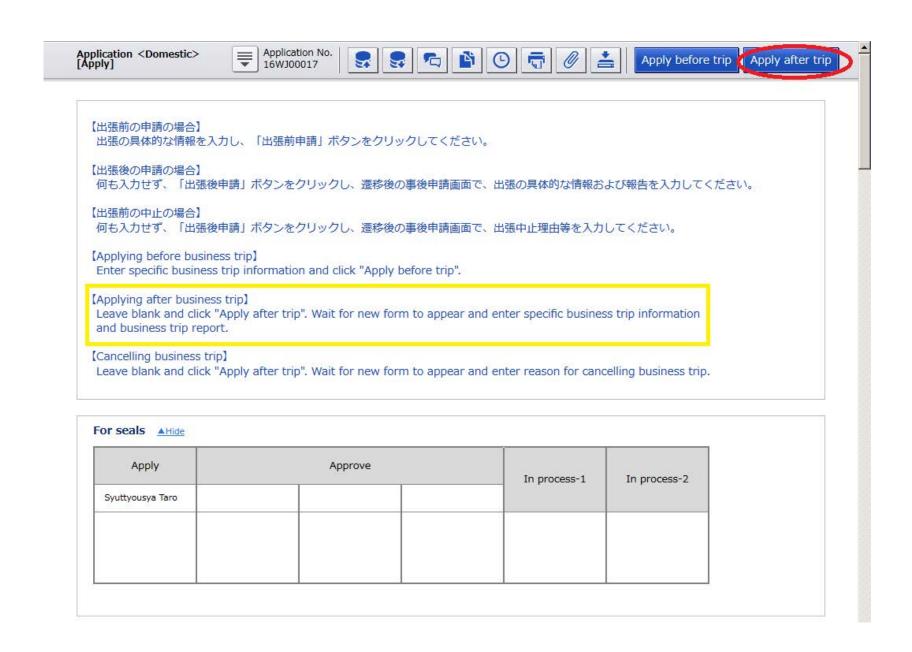
AMABIE終了



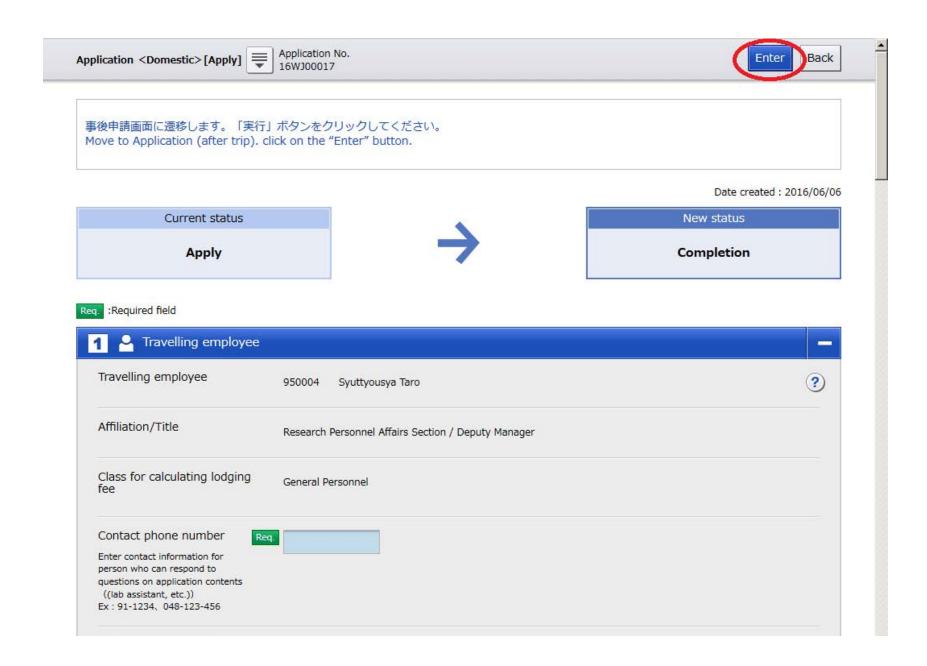
3. Click application No. under "My status table" tab.



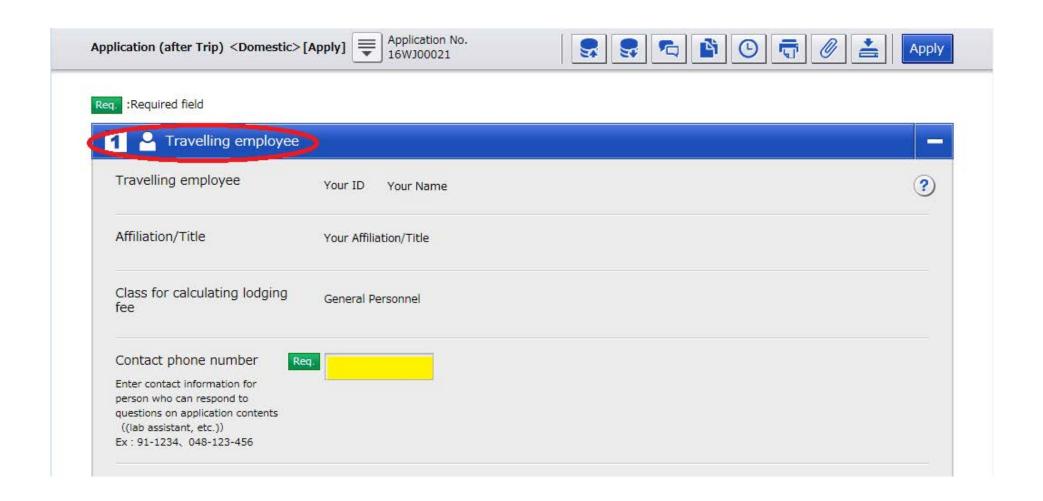
4. Click "Apply after trip" on the upper right corner of the screen to go to the next step.



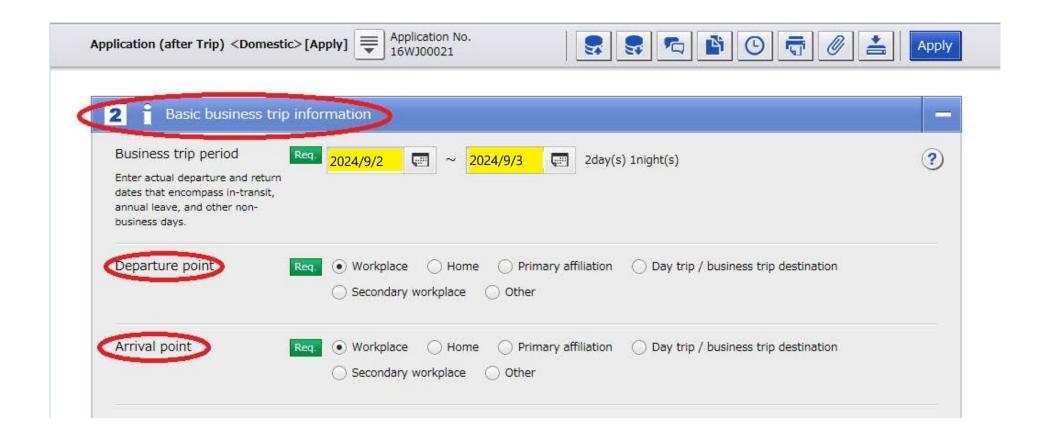
5. Click "Enter" on the upper right corner of the screen to go to the next step.



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.



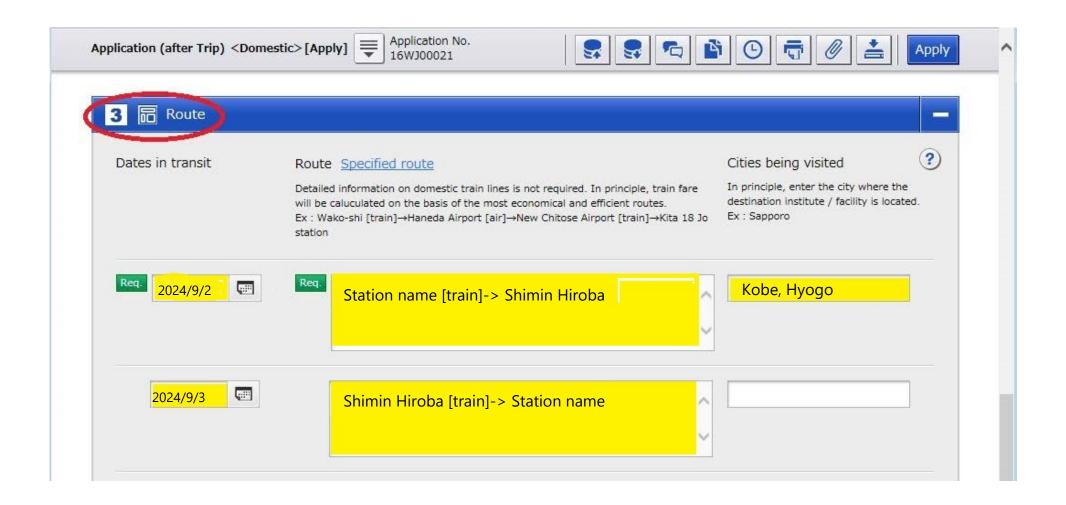
7. Under "2. Basic business trip information" table, select proper departure and arrival points to match your travel route ("Workplace" is selected as default for both). Usually, it is either "Workplace" or "Home".



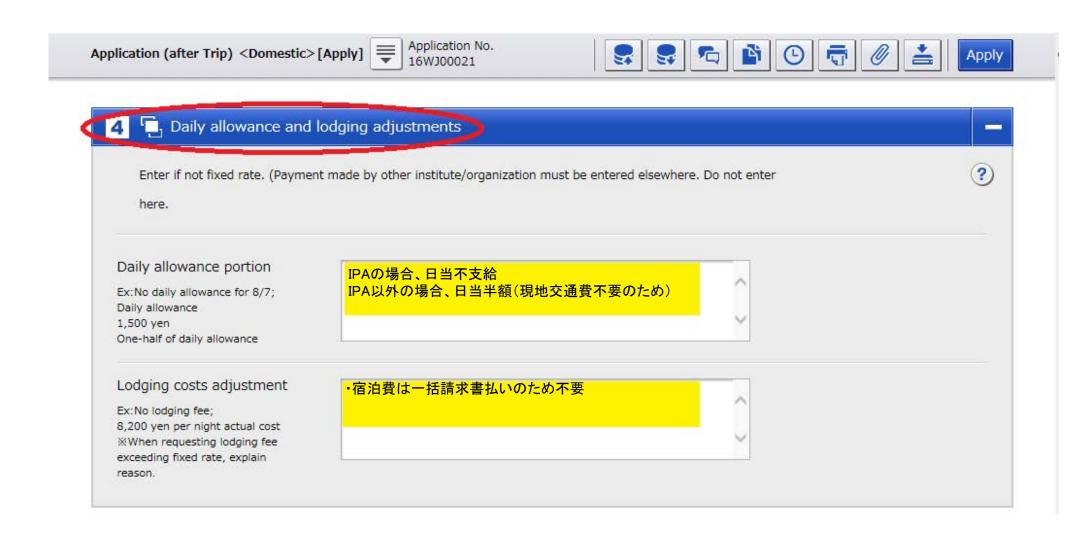
8. Under "3. Route" table, copy and past the entries in the boxes which are highlighted in yellow.

Whether you travel from home or work location, enter the station's name which is the closest one from your departure or arrival point.

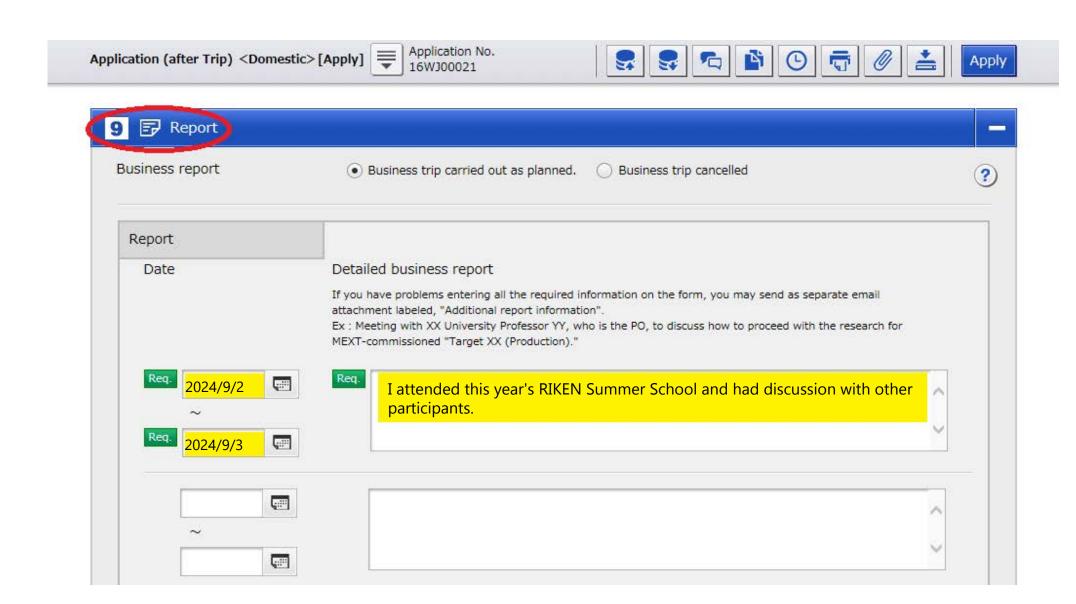
If you use other transportations besides train, please change [train] to the actual one you used.



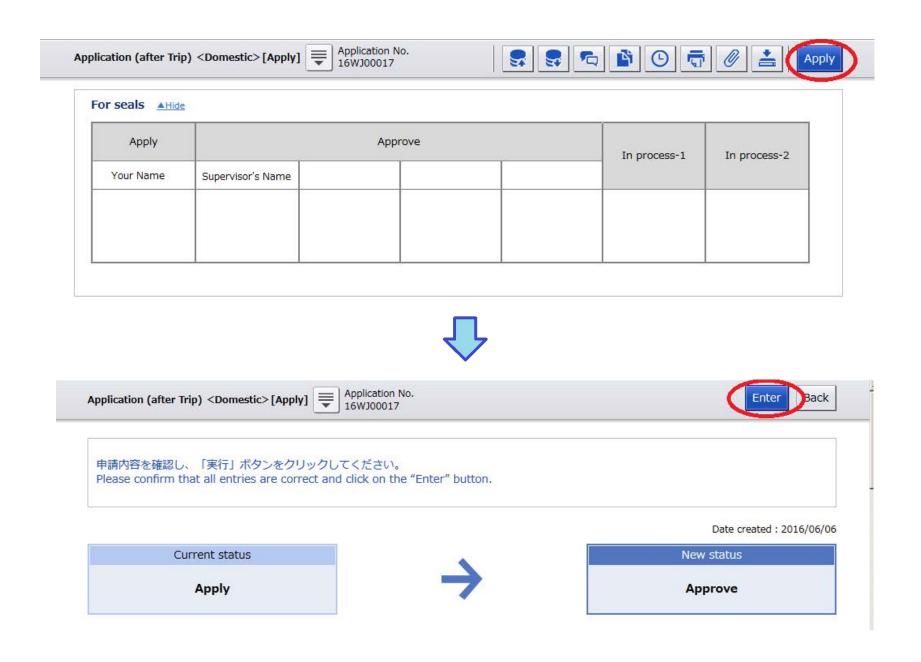
9. Under "4. Daily allowance and lodging adjustments" table, copy and past the entries in the boxes which are highlighted in yellow.



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



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".



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

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