

Distribution of Expenses

tem	Expenses		
	Category	Details	Paid by
1. Airfare	Economy Ticket	<u>International flights</u> from nearest international airport in JAPAN to the nearest international airport to Host Institution	CLAIR
		<u>Domestic flights</u> within the Host Institution's country, if necessary.	Host Institution
2. Domestic transport	Car / Van / Train etc.	Within the Host Institution's country	Host Institution
3. Accommodation	Hotel / Guesthouse (According to Hosting Institution's rules)	Throughout the period of specialist's dispatch	Host Institution
4. Food		3 meals (breakfast, lunch, dinner)	Host Institution
5. Interpreter (including translation of training materials)		Needed to help the specialist interpret his / her work	Host Institution
6. Telecommunications		Phone, fax, internet etc.	Host Institution
7. Shipping of equipments	Equipments needed for the training program	Shipping by TNT from Japan to Host Institution and vice versa.	CLAIR
8. Insurance		In the event that accident occurs during the dispatch period	CLAIR
9. Medical expenses		According to overseas accident insurance	CLAIR
10. Miscellaneous		Medical checkup expenses in Japan Passport and visa expenses	CLAIR

* Distribution of expenses as stipulated in the above can be further discussed between the Host Institution and CLAIR.