

## Travel Expenses Support for Seminar Participants

### Guideline of “OLIS 2016 Spring”

Objectives : This support program is to bear actual travel expenses for the participants of OLIS seminars who are sent from companies/organizations with budget difficulties. We are to maximize our purpose of organization foundation, aiming to widely contribute to the development of life insurance in Asia by training people, who wish to study life insurance and by deepening international mutual understanding.

#### **1. Support details**

As set forth in the Outlines of OLIS 2016 Spring (11. Expenses and 13. Travel Expenses Support Program) a participant's company/organization bears the cost of a round-trip air ticket. We may bear, however, aforementioned expenses for the company/organization if their application for our financial support is approved.

#### **2. Applicable Ticket**

The round-trip air ticket is limited to economy class. Participant or Participant's company/organization is obliged to purchase the ticket at the lowest rate available. Any ticket purchased in full economy class or any other class, or the last-minute purchase is not reimbursed by us. The reimbursable tickets shall be the flight which arrives at the Narita airport between 7:00 and 18:00 or at the Haneda airport between 8:00 and 19:00.

#### **3. Application**

Applications submitted **by Friday, March 7** are qualified for screening.

#### **4. Screening**

- (1) Only those applications that are fully completed and submitted by the deadline shall be considered for screening. The balance of number of participants among countries and companies/organizations is comprehensively examined at the secretariat office of the foundation and the final decision shall be made by President of OLICD Center. Its total costs shall not exceed an annual budget.
- (2) Screening shall be performed after approving applicants not applying for TES. In

other words, **the applicants not applying for TES fill the seats first and the remaining seats go to the applicants applying for TES.** The applicants shall be notified of the results after the screening.

#### **5. Applying process**

Please fill out Support Request Form and send it to our office by the deadline. The form is available to download from the seminar's online application page of the OLICD Center's website, [www.olis.or.jp/e/](http://www.olis.or.jp/e/).

#### **6. Seminar Report**

Qualified applicants are required to submit "Seminar Report" within two weeks after the seminar. The report should be about 1 page on A4-size paper, single-spaced and written in English.

#### **7. Payment Method**

Reimbursement shall be **remitted to the designated bank account of the company/organization only** after the participant has satisfactorily completed the seminar and upon submission of

- (1) Seminar report
- (2) Reimbursement request form (will be emailed to participants after the seminar)
- (3) Invoice/receipt from a travel agency.

#### **8. Notes on application**

For the case of incorrect information on application form, or violation of our regulations during the seminar period, we may cancel our support to the subjected participant.