

## Travel Expenses Support for Seminar Participants

### Guideline for “OLIS 2018 Autumn”

Objectives: This support program is to award full or partial reimbursement for travel expenses to the selected participants, whose companies/organizations have a budget difficulty. We are to fulfill 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 with this program.

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

As set forth in the Outlines of OLIS 2018 Autumn (13. Travel Expenses Support Program), Oriental Life Insurance Cultural Development Center shall bear a full or partial cost of a round-trip airplane ticket for a company/organization if we approve its application for a financial assistance. The amount we bear shall be an actual cost of the purchased ticket. Note, however, that we shall set the maximum reimbursable amount by each country based on the lowest available rate at the time of screening. We shall reimburse a company/organization for the actual ticket purchased or the maximum reimbursable amount, whichever is less. As a reference, the maximum amount based on the rate as of June 25, 2018 is attached to this guideline. Please see a Reference page.

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

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 Tuesday, August 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**

Approved recipients 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** 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.

## **Reference**

The maximum reimbursable ticket amount below is just a reference with the rate available as of June 21, 2018. The actual amounts are to be determined based on the least expensive round-trip flight tickets available at the time of screening.

Country	Maximum Amount in USD
Bangladesh	850
Cambodia	600
Indonesia	600
Malaysia	450
Mongolia	700
Myanmar	700
Pakistan	800
Philippines	400
Sri Lanka	650
Thailand	600
Uzbekistan	1000
Vietnam	700

\*The program is not available for the certain countries.