

How to use DWIH Tokyo funding for events

This guide explains the procedure for covering cost items by DWIH Tokyo, after you have successfully applied for DWIH Tokyo funding.

Important - please note:

- The DWIH Tokyo pays costs directly by invoice from the service provider. Invoices that you have already paid cannot be reimbursed retrospectively by the DWIH Tokyo.
 - ➔ Please obtain a cost estimate/quotation for each item from the service provider and send it to the DWIH Tokyo for confirmation. After approval by the DWIH, please obtain an invoice from the service provider and send it to the DWIH for payment. The invoice will be paid by the DWIH within about four weeks.
 - ➔ Quotation and invoice must be addressed to DWIH Tokyo (DWIH Tokyo, 7-5-56 Akasaka, Minato-ku, Tokyo 107-0052)
 - ➔ For invoice amounts of 1000 Euros and more, three cost estimates from different providers are required for comparison, on the basis of which it can be justified why the selected provider is the most economical.
- The exchange rate used in the cost calculation is 1 Euro = 140 Yen. Please send the DWIH an updated cost calculation if there are any changes from the calculation you handed in with your application.
- If only part of the invoice is covered by the DWIH Tokyo, please ask for two separate invoices to be issued – one invoice for the DWIH Tokyo part of costs and an invoice for the remaining amount addressed to your organisation.
- All invoices will be paid after the end of the event. Transfers to a German account will be processed by the DAAD Head Office in Bonn; transfers to an account in Japan will be instructed by the DWIH Tokyo, so there are no foreign transfer fees.
- The DWIH Tokyo does not cover travel costs within Germany or within Japan (e.g. travelling to/from the airport or travelling within Japan).
- Please complete the DWIH report form after the end of the event. You will receive the link from DWIH Tokyo.

Notes on individual cost items:

1. [Flight costs for speakers](#)
2. [Hotel costs for referees](#)
3. [Catering](#)
4. [Costs not eligible for subsidy](#)
5. [Further costs](#)

1. Flight costs for speakers

DWIH Tokyo can cover flight costs of speakers from German institutions to Japan, under the following conditions:

1.1 Booking via the DAAD travel agency (recommended)

- Please do not book flights yourself! Flight bookings are made via the DAAD travel agency BCD Travel, using a reservation form sent to you by the DWIH. The DWIH will book and pay for the flight directly.
- Flights in Economy Class or Premium Economy Class up to 2,500 euros are covered.
- Should the speaker wish to book in business class, only the partial amount of the economy class flight will be covered. The exact procedure must be discussed with the DWIH Tokyo before booking.
- The German "Bundesreisekostengesetz" (Federal Travel Expenses Act) allows a maximum extension of the stay in Japan before or after the event by 5 days in total (weekends and German public holidays as well as arrival and departure days are not counted). If a speaker stays longer in Japan, the flight cannot be covered by DWIH Tokyo as it is deemed as "private trip". This applies regardless of the price of the flight booking.

1.2 Reimbursement after the event

- Please consult the DWIH beforehand if you wish to use this procedure, it is only possible in exceptional cases!
- Following this procedure, the speakers send a screenshot of the booking screen with the total price and travel dates to the DWIH Tokyo for confirmation before the event. If the DWIH Tokyo approves, the speakers book and pay the flights themselves.
- After the event, an application for reimbursement together with the original documents must be sent by post to the DAAD Travel Expense Accounting office ("Reisekostenstelle") in Bonn. The application form is provided by the DWIH. The processing time for the application for reimbursement is approx. 8 weeks. As DWIH Tokyo can only make payments within the fiscal year until the beginning of December, the application must be received by the DAAD Travel Expenses Office in Bonn by the end of September the latest.

2. Hotel costs for speakers

- Only hotel costs directly related to the event can be covered, i.e. 2 nights in the case of a one-day event with arrival and departure. If you would like to stay longer in the same hotel at your own expense, please send a partial quotation and invoice to the DWIH Tokyo.
- The maximum amount that can be covered is 293 Euros per night per person in Tokyo and 198 Euros outside Tokyo
- The travelling time of speakers from Japan must be more than 3 hours in order for the accommodation costs to be applicable for DWIH coverage
- The hotel must accept payment by invoice so that it can be settled directly by DWIH Tokyo. Please contact the hotel in advance and clarify whether invoicing to DWIH Tokyo is possible.
- For example, the following hotels allow invoicing:
 - o [Asia Kaikan](#) (Tokyo, Akasaka)
 - o [Hotel Monterey Akasaka](#) (Tokyo, Akasaka)
 - o [APA Hotel Omori Ekimae](#) (Tokyo, Ota City)
 - o [Hotel Kansai](#) (Osaka)
- Please send the DWIH a quotation from the hotel in advance for confirmation; if the total costs exceed 1000 euros, a total of 3 KVAs are required (screenshots of a booking platform showing the exact price will suffice here).
- The hotel reservation is made by you (the organizer). The hotel invoice for all speakers in total will be issued addressed to the DWIH Tokyo and sent to you first. After checking, please send the hotel invoice to the DWIH Tokyo for payment.

3. Catering

For catering services, the maximum costs per person (including drinks) are as follows:

- Buffet: 6,300 yen including taxes (5,727 yen excluding taxes)
- Lunch: Gross 6,000 yen including taxes (net 5,454 yen excluding taxes)
- Dinner: Gross 8,200 yen including taxes (net 7,454 yen excluding taxes))

In principle, costs for alcoholic beverages cannot be covered. If coverage is necessary for specific reasons, please consult the DWIH Tokyo in advance.

Please first obtain a quotation from the service provider and send it to the DWIH for confirmation. Please note that if the total costs exceed 1000 euros, 3 quotations must be obtained for comparison. After the event, please send the service provider's invoice addressed to the DWIH, together with a list of participants (first name, surname and organisation), to the DWIH for payment.

* On this [website](#) you can automatically create online quotations for catering (Japanese only)

4. Costs not eligible for DWIH coverage

- Personnel costs
- Flight costs of persons who are not listed as speakers in the event programme
- Travel costs within Japan or Germany
- Daily allowances
- Expenses

5. Further costs

- Please consult with the DWIH regarding the DWIH coverage of cost items not mentioned here.