

## 【Summary of Commuting Allowance】

### 1. Summary and eligible person

A commuting Allowance will be paid to subsidize commuting expense for those who commute by public transportation or a car, etc. and their one way route of commute is more than 2 km walking.

For an employee whose salary is paid hourly, only those who meet the above-mentioned requirements and all of the following requirements will receive a commuting allowance:

- ① Planned employment period is for one month or more
- ② Work more than 3 days per week
- ③ Work more than 3 hours per day

### 2. Amount of allowance

Calculating an allowance amount will be done according to the most reasonable and economical route that an employee commutes and by means of transportation.

Therefore, sometimes the reasonable and economical route and means of transportation that we admit will not be the same as those for which an employee applied.

### 3. Amount of allowance by means of transportation

#### (A) For public transportation

If you use JR for a part of your commute route, and purchasing a 6-month JR commuter pass seems to be the most reasonable and economical method, the amount of one-sixth of the 6-month JR commuter pass expense will be paid per month. For other means of transportation like bus etc., the amount of money per month calculated by the most reasonable and economic way of purchasing a bus card or commuting tickets, etc. (maximum 55,000 yen) that we permit will be paid.

#### (B) For car, bicycle or motorcycle

An allowance will be paid in accordance with the distances (admitted distances) as follows:

Distances (one way)					
Less than 5 km	5 km or more but less than 10 km	10 km or more but less than 15 km	15 km or more but less than 20 km	20 km or more but less than 25 km	25 km or more but less than 30 km
2,000 yen	4,200 yen	7,100 yen	10,000 yen	12,900 yen	15,800 yen

Distances (one way)						
30 km or more but less than 35 km	35 km or more but less than 40 km	40 km or more but less than 45 km	45 km or more but less than 50 km	50 km or more but less than 55 km	55 km or more but less than 60 km	60 km or more
18,700 yen	21,600 yen	24,400 yen	26,200 yen	28,000 yen	29,800 yen	31,600 yen

#### (C) For the combination of public transportation and car, etc.

- ① If the distance of commute route by car, etc. is 2 km or more one-way, an allowance which is a total of (A) and (B) will be paid within the maximum amount.
- ② If the distance of commute route by car, etc. is less than 2 km by one-way, the amount of money will be calculated in accordance with (A) and (B) and only the higher one will be paid.

#### 4. Provision of a special charge allowance

For full-time employees who commute by bullet train or by toll-way etc. such as by expressways. A person who meets provision requirements as follows and pays a special charge for these means of transportation will be permitted to receive an allowance which is a half amount of the special charge (maximum 20,000 yen) in addition to a commuting allowance.

① Provision requirement : special charge for bullet train

The distance of commute without using a bullet train is 60 km or more, takes 90 minutes or more, and using a bullet train shortens the commute time by 30 minutes or more.

② Provision requirement : special charge for driving by toll-way etc. , such as by expressways

A commute distance without using a toll-way is 30 km or more, and it is recognized that using a toll-way will shorten commute time etc.

#### 5. Start of provision

Provision starts from the month after the fact. (If the fact occurred on the first day of a month, it will start that month.)

If the application is submitted 15 days or more after the fact, provision will start from the month after the fact occurred. (If first day of the month, provision will start from the same month.)

#### 6. Submission of Application

A person who falls under the provision requirement should submit the “Commuting Allowance Application” .

- Please fill in the form by referring to “ Sample 1 for a car user” , “ Sample 2 for a public transportation user” and “Summary of Commuting Allowance” .
- If you commute by a car, motorcycle or bicycle, please make sure that on the back of the “Commuting Allowance Application” , you draw a map that shows your route of commute and the road you commute should be marked in red.
- “Date of submission” and “ Date of Occurrence” must be filled.
- Please submit the application within 15 days of the fact.

<p>If there is a change in your commuting situation, please submit that change as soon as possible to the contact personnel in each faculty, etc. If an application for change is delayed, you may not receive an allowance or be asked to return allowances that have already been paid.</p>
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