

**SUPPLEMENT**  
**TO**  
**TECHNICAL TRAINING IN JAPAN**

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**JAPAN INTERNATIONAL COOPERATION AGENCY**

国際協力事業団

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## FOREWORD

Dear Participants,

This booklet is issued as a supplement to TECHNICAL TRAINING IN JAPAN in order to give more detailed information mainly on the allowances.

As a participant of JICA, you are requested to read through the following articles together with TECHNICAL TRAINING IN JAPAN.

If you find anything unclear, you are advised to consult the officers in charge of your training course.

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Director

Training Affairs Department

Japan International Cooperation Agency

### 1. Outfit Allowance

JICA will pay you an Outfit Allowance, the amount of which varies as specified below with the recognized duration of your training in Japan:

Less than 30 days .....	15,000 yen
30 days or more but less than 90 days .....	30,000 yen
90 days or more .....	40,000 yen

The Allowance is to be spent in purchasing necessary materials which the change in location and climate may require.

### 2. Book Allowance

JICA will pay you a Book Allowance, the amount of which varies as specified below with the recognized duration of your training in Japan:

Less than 30 days .....	5,000 yen
30 days or more but less than 90 days .....	7,000 yen
90 days or more .....	17,000 yen

The Allowance is to be spent in purchasing technical books and literatures for your training.

### 3. Literature-Transport Allowance

JICA classifies your countries into various regions. This aims to stipulate the different amount of a Literature-

Transport Allowance for participants from different countries. The classification table of your country, its region and allowance amount is shown in the Appendix: The Allowance in this item is to be spent in shipping to your country literatures and documents concerning your training subjects.

The above-mentioned Allowance in item 1, 2 and 3 will be paid simultaneously at the first payment of your Living Allowance. The amount of these Allowances shall not be changed even though your training duration in Japan is shortened or extended officially.

#### 4. Living Allowance

JICA will pay you a Living Allowance in accordance with the following regulations.

- 1) For participants staying at JICA Training Centres, 3,750 yen per diem is provided for your lunch, dinner and daily requirements.
- 2) For participants staying at accommodation facilities other than JICA Training Centres, 4,200 yen per diem is provided for your breakfast, lunch, dinner and other daily requirements.
- 3) In case a participant is hospitalized in Japan, 3,750 yen per diem is provided.

## 5. Accommodation Allowance

- 1) For participants staying at JICA Training Centres, free room and breakfast are provided.
- 2) For participants staying at accommodation facilities other than JICA Training Centres, the amount to cover room charge is provided.

The system of payment for your Living and Accommodation Allowances is as follows:

- 1) The first payment will be made directly to you in cash by JICA's cashier on the following day of your arrival. Apart from the first payment, your Living and Accommodation Allowances will usually be remitted to you through the bank appointed by JICA on the fifth of every other month, as far as the fifth of the said month does not fall on Sunday.
- 2) As for procedure of opening your account with the bank, you are required to fill out a form of application provided by the bank immediately upon your arrival in Japan.
- 3) For your information, banks in Japan are open from 9 a.m. to 3 p.m. but are closed on Saturday afternoons, Sundays and national holidays.

Every participant must pay attention to the following regulation.

In the case you leave Japan prior to the completion of your technical training, the Living and Accommodation Allowances for the remaining days already received should be reimbursed to JICA through your training officer or your training coordinator.

#### 6. Transportation Fare and Travel Allowance

Most probably your training programme includes officially-arranged study tours to various parts of the country. They are necessary to gain fresh knowledge about Japan as well as technical matters related to your training. Necessary arrangements for the tour are made by your training officer. In this connection, you are required to observe the tour schedule since any change of it leads to complications and delays in many regards.

JICA stipulates that the one-way distance of study tour should cover more than 30 km and the period of staying at one place should be less than nine nights.

JICA will pay you the amount of the first class transportation fare for your study tour. If necessary, air flight may be used and needed expense is paid by JICA.

The amount of Travel Allowance is regulated as follows:

- 1) For the participants staying at JICA Training Centres, a Travel Allowance will be paid at the rate of 5,450

yen per night in addition to a Living Allowance already received.

- 2) For participants staying at accommodation facilities other than JICA Training Centres, 9,200 yen is the criterion. Your daily Living and Accommodation Allowances are used as part of a Travel Allowance in time of official study tour. When your present Living and Accommodation Allowances per diem exceeds 9,200 yen, an excess over 9,200 yen shall be reimbursed to JICA. If not, JICA will pay the balance so that the amount comes to be 9,200 yen.
- 3) You will stay at various accommodation facilities, including JICA Training Centres during your study tour. You are requested to pay the room charge in cash to the cashier of these facilities.

#### **7. Commutation Allowance**

In case you have to make use of any transportation means to commute to the same training place for more than 15 days a month, the expense equal to the fare of the commutation ticket will be paid by JICA.



## 8. Departure

### 1) Stopover en route and change of flight route

In general, you are requested to fly directly home. However, when you want to change your flight route or stopover en route for your personal reason, you should submit the designated form to the Director of the Training Affairs Department with the approval of your Government.

### 2) If your departure date is altered due to flight schedule or training programme after you have received your final Living and Accommodation Allowances, the amount of your Allowance will be adjusted by JICA.

### 3) In case you wish to postpone your departure date by less than a week for your personal reason, you must submit a letter of request to JICA for approval. But the necessary living and lodging expenses caused by the delay have to be borne by yourself.

In case you wish to postpone your departure date for a period exceeding one week, you are required to take other steps as directed by JICA.

## Appendix

## Literature-Transport Allowance by Country

Region	Literature-Transport Allowance	Country
1	4,000 yen	Korea, Philippines, Hong Kong.
2	6,000 yen	Viet Nam, Laos, Kampuchea, Thailand, Burma, Malaysia, Singapore, India, Pakistan, Nepal, Sri Lanka, Indonesia, Bangladesh, Afghanistan, Brunei, Bhutan, Maldives.
3	10,000 yen	Iran, Iraq, Saudi Arabia, Jordan, Turkey, Yemen, Kuwait, Israel, Lebanon, Syria, Cyprus, Aden, the United Arab Emirates, Oman, Qatar, the other Middle East and European countries, Papua New Guinea, Fiji, West Samoa, Tonga and the other Oceanian countries.
4	14,000 yen	Egypt, Libya, Algeria, Tunisia, Tanzania, Ethiopia, Ghana, Senegal, Zambia, Somalia, Liberia, Zaire, Cameroon, Guinea, Kenya, Ivory Coast, Uganda, Morocco, Nigeria, Sudan, Mali, Malawi, Madagascar, Sierra Leone and the other African countries.
5	25,000 yen	Argentina, Chile, Uruguay, Peru, Ecuador, Venezuela, Panama, Mexico, Guatemala, Guyana, Honduras, Brazil, Costa Rica, Dominican Republic, Cuba, El Salvador, Paraguay, Colombia, Barbados, Trinidad and Tobago, Jamaica, Nicaragua, Bolivia and the other Latin American (Central and South American) countries.

