For students who receive wages, honoraria, and/or travel expenses from the University of Tokyo

The wages, honoraria, and travel expenses paid by UTokyo to students are, in large part, covered by research funds derived from the precious taxes paid by the public.

Misuse of research funds is not justifiable for any reason.
Involvement in misuse may, in some cases, result in legal action.

For example, **the following actions constitute misuse of research funds.**
For your own protection, **please do not engage in any of misuse.**

Fictitious payrolls/honoraria (false billing)

Having UTokyo pay wages or honoraria based on a falsified timesheet, etc.

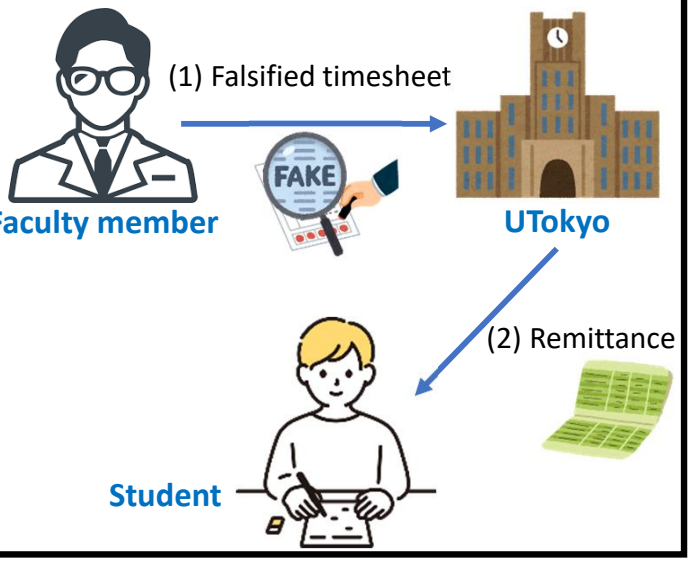
Fraudulent business travel (false billing)

Having UTokyo pay travel expenses based on a false business trip application or report.

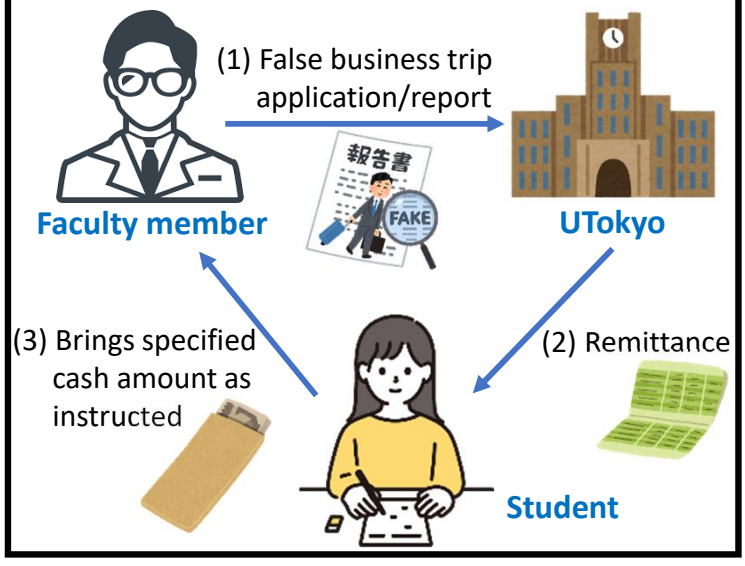
Circular transactions (pool money)

When a faculty member collects money paid to a student, etc. as wages, honoraria, or travel expenses and uses this for personal use or for management/operation of the laboratory

Example 1 Fictitious honorarium



Example 2 Fraudulent business travel/ Circular transaction



Please pay attention to the following, so you do not inadvertently become involved in the misuse of research funds.

When receiving wages or honoraria from UTokyo for participating in university-related work or research projects

- Before starting work, **make sure to receive adequate explanation of the work content, duration, and compensation from the faculty member and/or your department's administrative staff.**
- **If you suspect misuse, consult with your department's administrative staff.** (e.g., you are asked to sign a timesheet for work that you did not perform, or you are instructed to bring cash from money that was paid into your bank account, etc.)

When receiving travel expenses from UTokyo for trips you took for university-related work or research projects

- Before the trip, **make sure to receive adequate explanation of the trip purpose, content, duration, etc. from the faculty member and/or your department's administrative staff.**
- **Before the trip, confirm what documents (receipts, airline ticket stubs, etc.) are needed for reimbursement of travel expenses. After your trip, submit these promptly to the faculty member or your department's administrative staff.**
- **If you suspect misuse, consult with your department's administrative staff.** (e.g., you are asked to receive reimbursements for travel expenses even though you did not go on a business trip, or you are instructed to bring cash from a travel reimbursement that was paid into your bank account, etc.)

If you feel that something is not right...

Consult with your department's administrative staff.

If you discover misuse...

Report it to the Research Fund Hotline.

https://gaibushikin.adm.u-tokyo.ac.jp/huseitaisaku/hotline

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Note: The Japanese version is the authoritative version, and this English translation is a tentative version and is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.