

For General Users

Ver. 1.0

Global Commons

Contents

1. Basics	1
1-1. Introduction	2
1-2. Basic Terms	3
1-3. Login ·····	4
1-4. Menu and Functions	5
1-5. User Registration (Sign up)	6
1-6. Logout	9
2. Create an Itinerary 1	L1
2-1. Application Flow ······ 1	12
2-2. How to Start an Application $\qquad 1$	L3
2-2-(1) New Application $\cdots 1$	14
2-2-(2) Duplicate Application $\cdots 1$	15
2-2-(3) Import Itinorary Data 1	6
2-3. Create an Itinerary for Your Own Trip \cdots 1	18
2-3-(1) STEP 1: Application Type 1	18
2-3-(2) STEP 2: Confirmation of Traveler's Information $\cdots $ 1	18
2-3-(3) STEP 3: Information of Entire Trip	19
2-3-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)	21
2-3-(5) STEP 5: Confirmation and Registration	24
2-3-(6) Export Control ······ 2	25
2-3-(7) Output of Itinerary Form 2	27
2-4. Create an Itinerary for Other User's Trip	29
2-4-(1) STEP 1: Application Type 2	29
2-4-(2) STEP 2: Registration of Travelers ······ 2	29
2-4-(3) STEP 3: Information of Entire Trip	30
2-4-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)	31
2-4-(5) STEP 5: Confirmation and Registration	35
2-4-(6) Export Control (if entered by the Itinerary Creator)	36
2-4-(7) Itinerary Succession	39 4 4
2-4-(8) Acceptance or Sending Back by Travelers 4	+1
2-4-(9) Confirmation and Registration by Travelers	+3 -0
2-4-(10) EXPORT CONTROL (if entered by the Travelers) 5	טנ ר=
2-4-(11) Output of Itinerary Form 5	שכ
2 Safety Confirmation Eurotian	
3. Salety confirmation of Safety	55
3-2. Undate of Current Situation of Safety	50 58
5-2. Opdate of Current Situation of Safety	50
4 Other Functions	59
4-1 Filtering Search of Application Histories	50
4-2. Delete an Itinerary	50 57
4-3. Edit an Itinerary	54
4 4. Export Itingrary Data	57
4-5. Registration of a Proxy and Application by a Proxy	70

1. Basics

1-1. Introduction

Various applications and documents must be submitted when traveling overseas. Global Commons has currently released the "TRIP" system* with the aim of integrating or linking these as much as possible. *TRIP: Tsukuba Risk-ready Itinerary Planner

With the launch of the TRIP system, the "Itinerary" attached to a Business Trip Notification and an Application for Studying Abroad, etc., which used to be made by Word or Excel, and not unified, now by following the system's instructions and just inputting information, the standardized forms with no omissions become completed. Also, the "Reference No." issued on the Export Control System (TExCO) is linked with the TRIP system, and a framework to prevent omissions of Export Control applications has been established. Furthermore, the input processes for "Tabireg (Overseas Safety Information Service)" of the Ministry of Foreign Affairs (MOFA) and "Overseas Travel Notification" through manaba, have been integrated into the TRIP system, and thus there will be no need to input information separately anymore.

Besides, it is essential for the university's risk management to quickly and accurately grasp the status of university members' overseas trips. Before, staff members had to manually integrate overseas trip information input in multiple systems every day, and there was a time lag in sharing it with relevant departments. The TRIP system will enable the centralized management and real-time sharing of information on traveling overseas by the university members, and will enable prompt confirmation of safety in the event of an emergency and the sharing of information with relevant departments. At last, the input data on international exchange results will be used for statistical purposes in various survey materials, etc., and will be utilized as basic data for the internationalization measures of the University of Tsukuba and the national government, and the TRIP system is expected to reduce the labor required for such compilation work.

1-2. Basic Terms

Itinerary

A table like the one shown to the right that indicates when, where, and what to do while traveling overseas. It should be attached to a Business Trip Notification, an Application for Studying Abroad, etc. Itineraries had been made by Word, Excel, etc., and their appearance and formats have varied depending on the creator for a long time, now the Itinerary can be output as the standardized form with using the TRIP system.

Traveler

This refers to the user who actually travel overseas.

Itinerary Creator

A user who is creating an Itinerary on behalf of a Traveler(s) is called an "Itinerary Creator". The TRIP system allows any user to create an Itinerary for other users (regardless of whether the Itinerary Creator himself/herself travels overseas or not). However, in this case, "Itinerary Succession" and "Acceptance" by the Traveler user is necessary.

Proxy

In cases where an Itinerary Creator needs to complete the TRIP system application (Itinerary Creation) without Itinerary Succession as a part of work, such as when a secretary prepares the Itinerary for a faculty member's Business Trip, it can be possible if the Traveler user grants Proxy Authority to the Itinerary Creator on the TRIP system in advance.

	utata kulondo kiendo Kiene	B	程表 Itinerary	ŧ	
fi展/Affiliation: に名/Name: 読名・身分/Job Title, S 読具番号・学籍番号/II	Facul TSUM tudent Status : Profe) No. :	ty of Humanities and So CUBA Taro ssor	cial Sciences		【海外渡航システム出力様式 Printed out by TRIP Syst 状態/Status : 完 申請番号/Application No. :
年月日	国 名	発着地名	訪問先	滞在日数	用務
Dates	Country	Departure & Arrival	Place to Visit	No. of Days	Bassiness
2020-12-01	Japan	Tsukuba 発		1	Train
2020-12-01		Narita 着			経由地
2020-12-01	Japan	Narita 発	(MH089 10:20)		Plane
2020-12-01	Malaysia	Kuala Lumpur : KUL 着	(16:45)	-	
2020-12-02			Kuala Lumpur Congress Center	3	ABC Conference 2020
2020-12-05	Malaysia	Kuala Lumpur : KUL 発	(MH88 23:30)	1	Plane
2020-12-06	Japan	Narita : NRT 着	(07:40)	1	経由地
2020-12-06	Japan	Narita : NRT 発			Train
2020-12-06		Tsukuba 着			
考 / Remarks		日程表作成者/ItinetaryCi	eator: (Faculty of Humanities a	ind Social Sciences).Emait
)出管理リファレンス番	時 / Export Contro	d Reference No. :			

Authorized User

In contrast to "General Users" such as Travelers and Itinerary Creators, faculty and staff users who have the special authority to view or/and edit trip information of other users under their jurisdiction for system management, the university's risk management, or operational necessity, are called "Authorized Users".

Export Control

Major countries around the world, including Japan, have established an international framework (Multilateral Export Control Regime) for export control in cooperation with the international community in order to prevent weapons of mass destruction (nuclear, chemical, or biological weapons or missiles) and goods and technologies that can be converted into arms and items for military use from being provided to nations and terrorists that threaten the security of the international community. In Japan, through the FEFTA (Foreign Exchange and Foreign Trade Act), Export Control is conducted from the standpoint of security.

In research activities, there are opportunities to carry measurement instruments for conducting fieldwork in foreign countries and to make presentations on your research at international conferences. These actions shall be "export of goods" or "technology transfer to overseas", therefore when traveling overseas, it is necessary to apply for advance confirmation for Export Control required by the university. (For more information, see 2-1. Application Flow.)

If the trip needs Export Control, the TRIP system requires a Reference No. acquired on the Export Control System (TExCO). This prevents the omission of the Export Control procedures when traveling overseas.

Confirmation of Safety

In the event of a disaster, accident, or terrorism overseas, Global Commons may confirm the safety of faculty, staff members, and students currently traveling to the area. The TRIP system is also a system to track overseas trips of university members properly and to confirm their safety quickly in case of emergency.

1-3. Login

() で) TRPP 筑波大学 海外渡航システム Tukkaba Risk ready Himerary Planner	
ログイン (LOGIN)	
統一認証ID (Unified Authentication System ID)	
統一認証ID	
パスワード (Password)	
パスワード	
言語 (Language)	
日本語	
ログイン	
統一認証IDについて】 一認証IDは、職員証または学生証の裏にあるバーコードの下に印刷されている13桁の番号で	
す。 ※パスワードが不明な方やお忘れの方は、下記URLよりご確認ください。 筑波大学統一認証システムについて	
Unified Authentication ID] he Unified Authentication ID is the 13-digit number under the barcode printed on the back of our Employee/Student ID Card. If your password is unknown or forgotten, please check the following URL. Iniversity of Tsukuba Unified Authentication System	
【聞い合わせ (Contact)】 1波大学 グローバル・コモンズ機構 slobal Commons, University of Tsukuba	

(1) Access the URL of the Tsukuba Risk-ready Itinerary Planner (TRIP) with a browser, enter the Unified Authentication ID and password, and click "Login".

Tsukuba Risk-ready Itinerary Planner (TRIP) system URL:

https://trip.sec.tsukuba.ac.jp/

- Both UTID-13 and UTID-NAME can be used as Unified Authentication IDs.

The Unified Authentication ID is the 13-digit number printed under the barcode on the back of your Employee/Student ID Card.

UTID-NAME is before @ of the email address of the u.tsukuba.ac.jp, un.tsukuba.ac.jp, s.tsukuba.ac.jp domain granted by the university.

Unified Authentication Details (Academic Computing and Communications Center website):

https://www.cc.tsukuba.ac.jp/wp_e/service/unified-authentication-system/

- By selecting "English" in "Language", you can switch the display language after login to English.

[Note]

Some functions of the TRIP system have been reported not to work properly on older versions of Microsoft Edge, a browser produced by Microsoft (support termination: March 2021). Please use after updating to the latest version.

Microsoft Edge:

https://www.microsoft.com/edge

1-4. Menu and Functions



Home

When you Log in, the "Home" screen will be shown. Operate from the buttons shown at the top of the screen. (If you are accessing the TRIP system with your smartphone, tap " \equiv " in the upper right corner of the screen to open the menu.)

Example of the screen when accessed with a smartphone



New Application

To create a new Itinerary, click "New Application".

Application History

From the screen that opens by clicking "Application History", you can operate the following:

- Browsing past Application History
- Continuing to input a temporarily saved application
- Inputting the Export Control Reference Nos.
- Outputting an Itinerary Form PDF
- Exporting Itinerary data (CSV file)

If there remain procedures to be taken (such as Export Control or Itinerary Succession) and the Application has not been completed, its number will be shown as a badge.

Home	New Application	Application History 1	Account Management	Proxy Management	Logout

Account Management

Click "Account Management" to change the Account Information that you registered when you log in for the first time.

Proxy Management

If you need to register a Proxy who can complete your TRIP system Application on your behalf and to see who has granted you Proxy Authority, click "Proxy Management".

Logout

To end the TRIP system operation, click "Logout".

1-5. User Registration (Sign up)

101							
		Home	New Application	Application History	Account Management	Proxy Management	Logout
User Re	gistration						
Please register The registered i If the login user (e.g. When a se * Required iter	the information of the user who is currently logged nformation can be changed from the Account Man and the Traveler are different. He Traveler's accou- cretary creates an itinerary on behalf of a faculty m n	in (first time o agement men nt informatior ember, when	nly). u at any time. I should be entered by t a faculty member or er	the Traveler him/herself. nployee of a study abroad	program secretariat creates	tineraries for their studer	nts, etc.)
1	Name						
2	Last Name (Japanese)						
3	First Name (Japanese)						
4	Middle Name (Japanese)						
5	Last Name (Alphabet)	Tsukuba					
6	First Name (Alphabet) *	Taro					
7	Middle Name (Alphabet)						
8	Affiliation *	Faculty	of Humanities and So	cial Sciences		~	
9	Job Title *	Professo	or			~	
10	Employee ID No.						
11	Place of Submission *	Academ	ic Service Office for th	e Humanities and Socia	al Sciences Area	~	
12	Extension Number *	9999					
13	Domestic Phone Number in Japan *	090-9999	-9999				
14	Local Mobile Phone Number (if applicable)	+86-0000 Enter from t	00000 he country code. (e.g. +	81-XXXXXXXXXX)			
15	Email *						
16	Email (for confirmation) *						

(1) When you log in for the first time and click the menu button other than "Home" and "Logout", the User Registration screen will appear. Input the Account Information required to use the TRIP system.

Even if you are trying to create an Itinerary of other users, <u>register the information of the currently</u> <u>logged-in user yourself</u>. (If the currently logged-in user and the Traveler are different, the Traveler's Account Information should be entered by the Traveler him/herself.)

The registered information can be changed from the "Account Management" menu at any time.

- Click the orange-colored "?" to get help for that item.

 \downarrow Continue to the next page

$\downarrow \mbox{Continued}$ from the previous page

17	Contact Address in Japan *	Tennodai 1-1-1, Tsukuba, Ibaraki
18	Contact Person's Name in Japan *	TSUKUBA Hanako
19	Contract Telephone Number in Japan	Enter the person who the university can contact in case you are in an emergency.
20	Relationship of Contact Person in Japan with Traveler *	spouse
21	Contact Email Address in Japan *	
	Travel/Overseas Travel Contact" from *	Associated Losson with the Busifiess Trip Notification? @Ves ON0 Typo satisf, "as", an "Overseas Travel Contact form including information of "Contact Information in Japan" registerd in the account information and "Measures for Job Replacement while You are Absent" entered in the application process will be output acing with the forwary PDP.
eemen	t for Tabireg	
23	Agreement for Tabireg (Confirmation) *	Integration feature with "Tableg" of the Ministry of Foreign Affairs Tablegration feature with "Tableg" of the Ministry of Foreign Affairs Tablegrating Ta fee service provided by the Ministry of Foreign Affairs Tablegrate Tablegrate Tablegrate Tablegrate Services and the apareness Embasing in the event of an incident in the destination county. The TRIP system has the integration feature with Tableg, by accepting and agreeing to the following, it becomes unecessary to register in Tablegrate twe with Tablegrate accepting and agreeing to the following, it becomes unecessary to register in Tablegrate paperately by yourself. (About Tablegr / Tablegrate Privacy Policy)) Do you accept the content of Tablegrand is handling of your personal information, and agree to the automatic registration of your intenary information to Tableg? (Were Cho • Non-Japanese nationals can also register, however notices are in the Japanese language. Your home country may Offer similar services to plasse check. • In the case your uit tary overseas for more than 3 months, register in the [Online Overseas Residential Registration (ORRenet

- (Common for Faculty, Staff Members, and Students) In the case that the currently logged-in user travels overseas, completing the "Contact Information in Japan" is required for the university's risk management. If you are creating an Itinerary on behalf of a Traveler, input "-", or something similar for convenience.

- (For Faculty and Staff Members Only)

In the case that your affiliated department requires you to attach an "Overseas Travel Contact Form/Overseas Travel Contact" to the Business Trip Notification, and if you select "Yes", the "Overseas Travel Contact" Form which including the "Contact Information in Japan" registered in your Account Information and the "Measures for Job Replacement while You are Absent" entered at the time of trip application will be output along with the Itinerary Form.

- <u>The "Overseas Travel Contact" Form can only be output</u> by the traveler himself/her, the Proxy user who were granted the authority of the traveler, and the authorized user.

- (Common for Faculty, Staff Members, and Students) The TRIP system has a function to link with the free service "Tabireg" provided by the Ministry of Foreign Affairs (MOFA). If you select "Yes" in "Agreement for Tabireg", it will automatically register with "Tabireg" the next morning, and you will not have to register separately on the website of the MOFA.

"Tabireg" by MOFA:

https://www.ezairyu.mofa.go.jp/

Click the "Confirm" button.

ame (Japanese) ame (Japanese) Name (Japanese) ame (Japanese) ame (Ajphabet) ame (Ajphabet) Name (Ajphabet) Name (Ajphabet) on e D No. e D No. d Submission to Number tic Phone Number (if applicable)	Taukuba Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999
Ime (Japanese) ame (Japanese) tic Phone Number (Japanese) toble Phone Number (Japanese)	Taukuba Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999
ame (Japanese) Name (Japanese) ame (Japanese) ame (Japanese) ame (Japanese) Name (Japanese) e e colorition of Number tic Phone Number (If applicable)	Tavkuba Taro Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999
Name (Japanese) Ame (Japhabet) ame (Alphabet) Name (Alphabet) on e e e e ID No. ef Submission on Number tic Phone Number (if applicable)	Tsukuba Taro Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999
me (Alphabet) ame (Alphabet) Name (Alphabet) an e e ID No. e f Submission on Number tic Phone Number (if applicable)	Tsukuba Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999 909
ame (Alphabet) Name (Alphabet) n e ee ID No. f Submission on Number tic Phone Number in Japan foblie Phone Number (if applicable)	Taro Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999 909.9999
Name (Alphabet) in ee ID No. f Submission on Number tic Phone Number in Japan foblie Phone Number (if applicable)	Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999 090-9999-9999
n ee ID No. f Submission on Number tic Phone Number in Japan foblie Phone Number (if applicable)	Faculty of Humanities and Social Sciences Professor Academic Service Office for the Humanities and Social Sciences Area 9999 090-9999-9999
e ree ID No. If Submission ion Number tic Phone Number in Japan foblie Phone Number (if applicable)	Professor Academic Service Office for the Humanities and Social Sciences Area 9999 090-9999-9999
ree ID No. If Submission ion Number Itic Phone Number (if applicable)	Academic Service Office for the Humanities and Social Sciences Area 9999 090-9999-9999
rf Submission ion Number lic Phone Number in Japan Iobile Phone Number (if applicable)	Academic Service Office for the Humanities and Social Sciences Area 9999 090-9999-9999
ion Number tic Phone Number in Japan fobile Phone Number (if applicable)	9999 090-9999-9999
tic Phone Number in Japan fobile Phone Number (if applicable)	090-9999-9999
fobile Phone Number (if applicable)	
	+86-0000000
n in Japan	
t Address in Japan	Tennodai 1-1-1, Tsukuba, Ibaraki
t Person's Name in Japan	TSUKUBA Hanako
t Telephone Number in Japan	090-0000-0000
nship of Contact Person in Japan aveler	spouse
t Email Address in Japan	
act Form for Overseas Travel	I/Overseas Travel Contact" from
ity of "Contact Form for Overseas Overseas Travel Contact" from	Yes
Tabireg	
	It Magnali IAddress in Japan I Person's Name in Japan I Telephone Number in Japan I Telephone Number in Japan I telephone Number in Japan I Email Address in Japan act Form for Overseas Trave ity of "Contact Form for Overseas Dverseas Travel Contact" from Tabireg

(2) Confirm the contents you input and click the "Register" button.

(PITR	取波大学 海外渡航システム Tulkible Risk ready Tolerary Flore						
		Home	New Application	Application History	Account Management	Proxy Management	Logout
D							
ser Registratio	'n						
onfirmation email has be	een sent to the Email Address th	hat you entered.	By clicking on the UF	L in the email, your acc	ount will be activated and y	our user registration pro	cess will be
pu do not receive a conf	firmation email, check that it has	s not been sent t	o your spam mail fold	er.			
u cannot find it in your	spam mail folder, please registe	er it again from t	he beginning.				
ou wish to start creating	an itinerary, click the "New Appl	lication menu a	tter activating your ac	count.			
TR	IP < no-renly	@trin s	ec tsuku	ha ac in>			
(海	外渡航TRIP1 有効化	X-JL/Acti	vation Email	ouracijp			
6	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
							/
メールは転送し	ないでください。					/ /	
」のメールは筑波 」下の URL をク	〔大字 〕海外渡航シスラ リックして、アカウン	テム(TRIP [,] トの有効仆)」から目動詞 :を行ってくだ;	st言されています さい。	•		
ttps://trip.coc.teu							
	Ruba.dc.jp/rcst/orgnup						
Fメールアドレス L ろしく お願いい	、の確認について見えた いたします。	いない場合I	まクリックしな	いでくたさい。	/		
Do not forward th	is email.						
his email has be lick on the URL	en sent automatically below to activate your	by the "Tsu account	ikuba Risk-rea	dy Itinerary Plani	ner (TRIP) [*] of the U	Iniversity of Tsuk	uba.
ttps://trip.coc.teu	kuba ac in/test/Signur						
ups.mup.sec.isu	Kuba.ac.jp/test/Signut	Jacuvater					
you have no rec est regards.	collection of this email	address co	onfirmation, ple	ase do not click i	t.		
mps://trip.sec.tsu	<u>kuba.ac.jp/</u>						
******	*******	****					
国立大学法人 筑	波大学						
ブローバル・コモ	·ンズ機構	2					
ttps://trip.sec.tsu	kuba.ac.jp/	a				_	
******	******	****				7	

(3) The message "A confirmation email has been sent to the Email Address that you entered." will be shown.

- make sure that emails from the trip.sec.tsukuba.ac.jp domain are not marked as spam.

(4) Check your email. Activate your account by clicking the URL that appears in the confirmation email with the

subject "[海外渡航TRIP] 有効化メール/Activation Email".

		Home	New Application	Application History	Account Management	Proxy Management	Logout
			Registration cor	mpleted.			
ome							
[User Manual]							
User Manual							
[Contact]							
[Contact] Global Commons, Unive	ersity of Tsukuba						
[Contact] • Global Commons, Unive <e-mail:< th=""><td>ersity of Tsukuba</td><td></td><td></td><td></td><td></td><td></td><td></td></e-mail:<>	ersity of Tsukuba						
[Contact] Global Commons, Unive <e-mail: [Related Sites]</e-mail: 	ersity of Tsukuba						
[Contact] Global Commons, Unive <e-mail: [Related Sites] Overseas Safety and Ri</e-mail: 	ersity of Tsukuba	f Tsukuba W	ebsite				
[Contact] Global Commons, Unive <e-mail: [Related Sites] Overseas Safety and Ri Overseas safety website</e-mail: 	ersity of Tsukuba sk Management of the University o of the Ministry of Foreign Affairs (f Tsukuba W MOFA)	ebsite				
[Contact] • Global Commons, Unive <e-mail: [Related Sites] • Overseas Safety and Ri • Overseas safety website • "Tabireg", "ORRnet" of til</e-mail: 	srsity of Tsukuba sk Management of the University o e of the Ministry of Foreign Affairs (MOF he Ministry of Foreign Affairs (MOF	f Tsukuba W MOFA) A)	ebsite				

(5) When you return to the browser again, it shows the message "Registration completed." Now the account is activated.

1-6. Logout



(1) Click "Logout" to end the operation of the TRIP system.

(2) The message "Logout." will show and return to the Login screen. You are now logged out.

2. Create an Itinerary

2-1. Application Flow

Export Control Procedures

In research activities, there are opportunities to carry measurement instruments for conducting fieldwork in foreign countries and to make presentations on your research at international conferences. These actions shall be "export of goods" or "technology transfer to overseas", therefore when traveling overseas, it is necessary to apply for advance confirmation for Export Control.

The Export Control procedures should be taken separately on the "Export Control System (TExCO)". When you create an Itinerary with the TRIP system, you will be asked to enter a "Reference No." issued by TExCO, except for some purposes of a student's trip. When you have decided to travel overseas, start the Export Control Procedures as soon as possible.



In addition, if the Export Control Procedures become necessary for a student's travel, the procedures shall be taken at the responsibility of the faculty or staff who will become the Exporter (University of Tsukuba Security Export Control Rule, Article 10).

Export Control System (TExCO)



https://texco.sec.tsukuba.ac.jp/

Contact for Export Control Procedures and Export Control System (TExCO)

Office of Conflict of Interest and Security Export Control (COI-SEC) URL: https://coi-sec.tsukuba.ac.jp/en/export_control/ Email: anzenhosyo (at) un.tsukuba.ac.jp Replace (at) with @.

Application Flow with the TRIP system

When Creating Your Own Travel Itinerary

Input the Itinerary information in STEPS 1 to 5, then input the Export Control Reference No., and output the Itinerary Form.



When Creating an Itinerary for Other User's Trip

The basic flow is the same as for your own trip. An Itinerary Creator enters the Itinerary information in STEPS 1 to 5, makes "Itinerary Succession" to the Traveler, and the Traveler makes "Acceptance". When the Traveler's operation is completed, both the Itinerary Creator and the Traveler will be able to output the Itinerary Form. Both the Itinerary Creator and the Traveler can input Export Control Reference No.



2-2. How to Start an Application

There are three ways to start an Application (Itinerary Creation) in the TRIP system.

New Application

When you start creating a completely new Itinerary on the TRIP system, make a "New Application".

Duplicate Application

You can reuse the past Itinerary that you have created or traveled from the "Application History" on the TRIP system by editing the date, etc. This is useful if you have traveled on a similar journey in the past, and only some dates or Places to Visit are partially different.

Importing Itinerary Data This is Currently unavailable.

To save labor in inputting data, you can import Itinerary data (CSV files) exported from the TRIP system by other users and provided from them. This is useful in cases such as short-term training programs or laboratories with a large number of Travelers on the same schedules and/or journeys, when going to academic conferences or fieldworks, or when another user reuses Itinerary data created by a different user.

Since you can edit after importing the data, even if some of the journeys are partially different, you can reuse the past data with minimal modification by importing the Itinerary data first and then editing it.

2-2-(1) New Application

				Application History	Account Management	Proxy Management	Logout
31	第二日日 筑波大学 海外渡航システム						
	Tiultuba Risk-ready Itinerary Pla	Home	New Application	Application History	Account Management	Proxy Management	Logout
P1 (1	1/5) Application Type						
	no), ipplication ()po						
							Import
1	Application Type	Overseas B	usiness Trip				
2	Traveler's Type Is this application for a trip of the user currently loaged in?	Oneself	Oother User(s)				

(1) Click "New Application" on the menu button shown at the top.

When creating an Itinerary for your own trip \rightarrow Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

When Creating an Itinerary for Other User's Trip \rightarrow Continue to "2-4-(2) STEP 2: Registering Travelers"

◎ 「 下 下 下 下 の 筑波大学 海外渡航システム

pplication His	tory					
Filtering Criteria					Net	w Application Exp
itering Results						
Application No.	on details, click on "Details" t	Destination	Period of Trip	Traveler's Type/Subject of the Itinerary/ Place of Submission/(Itinerary Creator)	Status Last Updated Date	Operation
Delete Duplicate Application	TEST ThreeZeroSevenZero	South Korea	2020-11-02 ~ 2020-11-05	Oneself / Faculty/Staff / Academic Service Office for the Systems and Information Engineering Area / (TEST OneZeroOneThree)	Completed	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	TEST ThreeZeroFourSix	South Korea	2020-11-02 ~ 2020-11-05	Other User(s) / Faculty/Staff / (TEST OneZeroOneThree)	Completed	Details Itinerary Succession Print Out Itinerary
Delete	TEST OneZeroOneThree			Oneself / Faculty/Staff / Academic Service Office for the Library, Information and Media Studies Area	In Progress	

Home New Application Application History Account Management Proxy Management Logout

(1) Click "Application History" in the menu button shown at the top.

(2) Click the "Duplicate Application" button under the Application No. of the Application you wish to reuse from among past Applications.

When duplicating an application that you created as your own trip

 \rightarrow Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

When duplicating an application that you created for another user's trip

 \rightarrow Continue to "2-4-(2) STEP 2: Registering Travelers"

2-2-(3) Importing Itinerary Data This is Currently unavailable.

You can import and reuse Itinerary data (CSV files) exported from the TRIP system by other users. (For information about exporting Itinerary data, see "4-4. Export Itinerary Data.")

ent Logout

Import

×

?

EE 🔻 🔲

サイズ

種類

第二 第二 第二 第二 第二 第二 第二 第二 第二 第二						
	Home	New Application	Application History	Account Management	Proxy Management	Logout

Home New Application Application History Account Management Proxy Manag

◎ 「 下 下 下 下 下 の 筑波大学 海外渡航システム

STEP1 (1/5) Application Type

Application Type

Traveler's Type

Import

聞く

整理 ▼

PC

← → ~ ↑
PC > デスクトップ > itinerary

^ 名前

新しいフォルダー

(1) Click "New Application" on the menu button shown at the top.

(2) Click the "Import" button in the upper right corner.

Import Itinerary Data	
Select an itinerary data file (CSV format) which was exported from the TRIP system.	
File ファイルの進択ファイルが選択されていません	

Next Cancel

Overseas Business Trip

Ooneself Oother User(s)

(3) The "Import Itinerary Data" screen opens. Click "Browse".

(4) Select the Itinerary data (CSV file) to import, and click "Open".

- It must be a CSV file of the format exported from the TRIP system.

 \rightarrow For the export method, refer to "4-4. Export Itinerary Data".

(5) Click "Import".

(6) If the data format is valid, a confirmation screen is shown. Click "Details" to view the contents of the imported Itinerary.

🧊 3D オブジェクト	trip_2020_11_19_111248.csv	2020/11/19 11:12	Microsoft Excel CSV	1 KB
🕹 ダウンロード				
📃 デスクトップ				
🔮 ドキュメント				
📰 ピクチャ				
📔 ビデオ				
🎝 ミュージック				
🎬 ローカル ディスク (C:)				
🔐 DVD RW ドライブ (D:)	~			
ファイル名(N): trip 2020 11 19 111248 csv		< すべてのファイル (*.*)	~
				b. s. b.
			開<(O) ▼	キャンセル
mport Itinerary Data				
elect an itinerary data file (CSV format) whic	h was exported from the TRIP system.			
File	ファイルの選択 trip_2020_11_19_111248.csv			
Invest				
Import				

更新日時

	Ferrod of Trip	Status	Import Type	Operatio
South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	Ooneself Oother User(s)	Details

		Period of Trip	Status	Import Type	Operation
	South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	Cother User(s)	Details
erary Data In	nport Confirm	nation	2 0.4 m	Local Trace	0
Application No.	Destination	Period of Trip	Status	Import Type	Operation
	South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	Oneself Other User(s)	Details

(8) You will be
History' screen
If it was import
"Import completed.
"Next".
"Ne

(7) To import the Itinerary data that the currently logged-in user is the Traveler, select "Oneself" in "Import Type"; select "Other User" to import the Itinerary data that the Traveler is another User, and select whether the Traveler is "Faculty/Staff" or "Student".

When you have selected an Import Type, click "Next".

(8) You will be redirected to the "Application History" screen.

If it was imported successfully, the message "Import completed" is shown.

Continue by clicking the "Next" button in the "Status" column.

If you selected "Yourself" at (7) \rightarrow Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

If you selected "Other Users" at (7)

 \rightarrow Continue to "2-4-(2) STEP 2: Registering Travelers"

			Home	New Application	Application History	Account Management	Proxy Management	Logout
				Import com	pleted.			
pplication I	History							
Filtering Crite	ria						New Application	n Expor
iltering Results								
browse the past app	plication details, click on	"Details" button.						
Application No.	Traveler's Name	Destination	Period	l of Trip	Traveler's Type/Subj Place of Submission	ect of the Itinerary/ /(Itinerary Creator)	Status Last Updated Date	Operation
Delete		South Korea	2020-11-02	~ 2020-11-05	Oneself / Fa	culty/Staff	In Progress	

2-3. Create an Itinerary for Your Own Trip

This is continued from "2-2-(1) New Application". This section explains when the currently logged-in user is the Traveler.

- When creating an Itinerary for other users' trips, click "2-4. Create an Itinerary for Other User's Trip".

2-3-(1) STEP 1: Application Type

STEP1	(1/5) Application Type	
		Import
1	Application Type	Overseas Business Trip
2	Traveler's Type Is this application for a trip of the user currently logged in?	COther User(s)
		Next Cancel

(1) Select "Oneself" in "Traveler's Type", and click "Next".

2-3-(2) STEP 2: Confirmation of Traveler's Information

1 eler's Inf	Application Type	
veler's Inf		Overseas Business Trip
need to cha	ormation	
	nge the traveler's user information, make any of	anges from the "Account Management" menu before starting the new application process.
1	Name	
2	Last Name (Japanese)	
3	First Name (Japanese)	
4	Middle Name (Japanese)	
5	Last Name (Alphabet)	Tsukuba
6	First Name (Alphabet)	Taro
7	Middle Name (Alphabet)	
8	Affiliation	Faculty of Humanities and Social Sciences
9	Job Title	Professor
10	Employee ID No.	
11	Place of Submission *	Academic Service Office for the Humanities and Social Sciences Area
12	Extension Number	9999
13	Domestic Phone Number in Japan	090-9999-9999
14	Local Mobile Phone Number (if applicable)	+86-0000000
15	Email	to be a set of the set
ntact Infor	mation in Japan	
16	Contact Address in Japan	Tennodai 1-1-1, Tsukuba, Ibaraki
17	Contact Person's Name in Japan	TSUKUBA Hanako
18	Contact Telephone Number in Japan	090-0000-0000
19	Relationship of Contact Person in Japan with Traveler	spouse
		to an a configuration of the
20	Contact Email Address in Japan	
20 cessity of	Contact Email Address in Japan	VOverseas Travel Contact" from

(1) Confirm the information of the Traveler (currently logged-in user him/herself).The Account Information registered in "1-5.User Registration (Sign up)" is shown.

- Only the "Place of Submission" can be changed on this screen. If you need to change other items, make the changes from the "Account Management" screen on the top menu.

2-3-(3) STEP 3: Information of Entire Trip



- If you select "No" in "Multiple-budget Business Trip", select "Main Source of Funding". (It serves as the basic data for statistical surveys, such as the "Survey on International Exchange" of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Thank you for your cooperation.) (1) Input "Information of Entire Trip".

-The University of Tsukuba has established measures for students, faculty, and staff traveling overseas based on the risk information (Overseas Safety website) for each country issued by the Ministry of Foreign Affairs (MOFA). Be sure to refer to the "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas (Decided by the President)" and the "Overseas Safety website" by MOFA to confirm that it is an area where traveling is currently permitted.

Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas

http://www.tsukuba.ac.jp/en/study-tsukuba/safety

Overseas Safety website by the MOFA https://www.anzen.mofa.go.jp/

"Business Trip" means traveling to foreign countries by order or a request from the university. If there is financial support from the university, it will also be "Business Trip" for students.
"Personal Trip" means traveling privately and also includes study abroad and short-term training by private scholarships without any Business Trip procedures of the university.

For Multiple-budget Business Trip

3	Multiple-budget Business Trip *	@Yes ONo		
3 - 1	Periods for Each Budget - 1		~ 🗮	
3 - 1	Information for Each Budget - 1			
3 - 2	Periods for Each Budget - 2		~ 🔳	
3 - 2	Information for Each Budget - 2			
3 - 3	Periods for Each Budget - 3	=	~ 🗮	
3 - 3	Information for Each Budget - 3			
3 - 4	Periods for Each Budget - 4	=	~ 🔳	
3 - 4	Information for Each Budget - 4			
5	Whether there is the Reduction Adjustment or not. * •	Oyes ®No		
6	Fellow Traveler			
7	Remarks O			

- If you select "Yes" for "Multiple-budget Business Trip", the "Periods for Each Budget" and "Information for Each Budget" fields will expand.

If you have different budgets for different periods, such as the first half of a Business Trip and the second half of a Business Trip, enter the budget name in the "Information for Each Budget" section and the period (dates) to be paid for each budget in the "Periods for Each Budget" section. (If the number of budgets exceeds more than four, continue it in the Remarks field.)

If not divided by periods, provide details in the Remarks field, such as "XX yen from A budget, excess from B budget".

The information on "Main Financial Resources" is selected in the next "2-3-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)".

If you wish to make a Reduction Adjustment

- Select "Yes" in "Whether there is the Reduction Adjustment or not." if you wish to reduce the daily allowance and accommodation expenses in cases of a long-term Business Trip, etc. from the stipulated amount. If you have selected "Yes", be sure to indicate in the Remarks which items will be reduced, and how.

Measures for Job Replacement While You are Absent (Only for Faculty and Staff Members)

are requerson wh	uired to submit a "Contact Form for Overse to will perform the job replacement while yo as necessary if you are a member of an or	as Travel/Overseas Travel Contact ^e from your affiliated department along with the Business Trip Notification, please enter the information us are absent. ganization that does not require.
8	Affiliated Department *	Faculty of Humanities and Social Sciences
9	Job Title *	Assistant Professor
10	Name *	SHIHO Manabu
11	Phone Number *	9999
12	Email *	
13	Remarks	For "Introduction to $\bigcirc \bigcirc$ ", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For " $\bigcirc \bigcirc$ practical training," it will be given remotely via Zoom.

- If a faculty and staff member log in, "Measures for Job Replacement while You are Absent" will be shown.

If you are required to submit a "Contact Form for Overseas Travel/Overseas Travel Contact" from your affiliated department along with the Business Trip Notification, enter the information of the person who will perform the job replacement while you are absent. If your affiliated department does not require you to submit an "Overseas Travel Contact Form/Contact Information for Overseas

Travel," just enter "-", etc. as appropriate. (Click the "Copy from the Previous History" button to call up the

information you input for your most recent Travel.)

Next Back to Previous Page Save Temporarily Cancel

(2) Click "Next".

2-3-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)

STE Add "Tra	P4 (4/5) Itinerary (Travel and B vet" and "Place to Visit" from the Place of Departure to t	usiness/Place to Visit) e Place of Return that you entered in "literary (Departure:Return information)".			(1) Enter the and "Busines	Itinerary information f s/Place to Visit".	or "Travel"
* Requi	red item						
Depar	ture						
1	Departure Date *	H					
2	2 Departure Country *	Japan	~		- Input and add	the information of "Trave	el" and
3	B Departure City *				Input und dat		
	Place of Departure (Name of Station, Express Bus Terminal, etc.) *			J /	"Departure" to	"Return"	nnects from
Travel				1 /			
	Transportation *	OPlane OTrain OBus OTaxi OCar OShip					
0	Departure Country *	Japan					
1	Departure City *					Image Diagram	
8	 Place of Departure (Name of Station, Express Bus Terminal, etc.) * 					Departure	
9	Departure Date (Local Time) *	#					
1	2 Arrival Date (Local Time) *					Traval	
	Copy the Departure Date					Traver	
1	4 Arrival Country *	Japan	- Input		_		1
	Copy the Departure Country					Business/Place to Visit	Add
1	5 Arrival City *]
1	6 Place of Arrival (Name of Station, Express Bus Terminal, etc.) *					Business/Place to Visit	Add
1	7 Is the Place of Arrival a transit point? *	Oves Ono				Travel	Add
1	8 Is the Place of Arrival a place to stay? *	O'Yes ONo					1
		Add BusinessiPlace to Visit Add Travel Add				Business/Place to Visit	Add
Retur	n			h/		Travel	Add
3	5 (Expected) Return Date			$ \downarrow \rangle$			
	5 Country of Return					Poturn	
3	7 City of Return					Return	
	S Place of Return (Name of Station, Express Bus Terminal, etc.)			J			
	Co	effm Back to Previous Page Save Temporarity Cancel					

Input "Departure" and the first "Travel"

Departure			Su Mo Tu We Th Fr Sa
1	Departure Date *	2020/12/01	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$
2	Departure Country *	Japan	the Place 0 8 9 10 11 12 13 14 ⁽
3	Departure City *	Tsukuba	22 23 24 25 26 27 28
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenlyugakuen	29 30 1 2 3 4 5
Fravel			
5	Transportation *	OPtane ®Train OBus OTaxi OCar OShip	- If you input the Date, Country, City, etc. in order
6	Departure Country *	Japan /	from the top, the information directly above will be
7	Departure City *	Tsukuba	shown or copied as the next starting point.
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	appropriate.)
9	Departure Date (Local Time) *	2020/12/01	
12	Arrival Date (Local Time) * Copy the Departure Date	2020/12/01	
14	Arrival Country * Copy the Departure Country	Japan	
15	Arrival City *	Nasta	- What is a "transit point"?
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport	Select "Yes" for airports, stations, etc. where you
17	Is the Place of Arrival a transit point? *	®Yes ONo	simply transfer. —— - What is a "place to stay"?
18	Is the Place of Arrival a place to stay? *	Cires ®No	Select "Yes" if you stay at a hotel, etc. at your Place of Arrival. The Place of Peturn is not included in a place
		Add Business/Place to Visit	to stay.

Add "Travel"

Travel For "Travel", make sure to enter all th

Transportation *

Departure Country *

5

6

17

Is the Place of Arrival a transit point? *



(1) Click the "Add Travel" button where you wish to insert a "Travel".

(2) A new "Travel" is added.

Delete

(3) Input the "Travel" information.

- If you wish to delete a "Travel", click the "Delete" button in the upper right corner.

7	Departure City *	Nanta
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) * Copy the Departure Date	
14	Arrival Country * Copy the Departure Country	···· · · · · · · · · · · · · · · · · ·
15	Arrival City *	
17	Is the Place of Arrival a transit point? $\stackrel{\bigstar}{\bullet}$	Oves ONo
18	Is the Place of Arrival a place to stay? *	Oyes ONo
×		Add Business/Place to Visit Add Travel

Add Business/Place to Visit

OPlane OTrain OBus OTaxi OCar OShip

el to the Place to Visit and the Place of Retur

Japan

City Name Suggesting Function



Kuala Lumpur : KUL

- You can also enter the City name (airport name) in the three-letter code printed on the air ticket, etc.

- The City Name Suggesting Function supports the alphabet only.

- If you choose the name of the city in the alphabet from the choice, when you receive a notification such as a warning about the destination country from "Tabireg" provided by MOFA, you can receive specific information about the city and region as well as information of the entire country.

⁻ After selecting a Country name, start typing a few letters of the City name and you will see the main city names in that country that start with that spelling. Select the City you wish to Travel to if it is on the list. If it is not on the list, continue to input the City name as it is.

Add "Business/Place to Visit"

Add Business/Place to Vis	sit
Add Travel	

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	H
21	End Date of Visit *	
22	Place to Visit *	If your Place to Visit is not in options such as the venue of the academic conference, etc., select "No opti and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by field work, enter the region, place name, surroun area, etc.
23	Is the place to visit a partner university? *	O'Yes ONo O'Unknown
24	Business Trip or Personal Trip *	Business Trip OPersonal Trip
25	Main Purpose of Visit *	
26	Business/Name of Program, Course, or Academic Conference to Attend *	
27	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.

(1) Click the "Add Business/Place to Visit" button where you wish to insert "Business/Place to Visit".

(2) A new "Business/Place to Visit" is added.

[>] If you wish to delete "Business/Place to Visit", click the "Delete" button in the upper right corner.

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	H
21	End Date of Visit *	
22	Place to Visit *	If your Place to Visit is not in options such as the venue of the academic conference, etc., select "No option and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by field work, enter the region, place name, surroundis area, etc.
23	Is the place to visit a partner university? *	OYes ONo OUnknown
24	Business Trip or Personal Trip *	Business Trip OPersonal Trip
25	Main Purpose of Visit *	
26	Business/Name of Program, Course, or Academic Conference to Attend *	
27	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.
		Add Business/Place to Visit

(3) Input the "Business/Place to Visit" information.

- If the Place to Visit is a partner university of the University of Tsukuba, select from the list of the partner universities in the destination country. (The latest information may not be reflected because of the frequency of updates. Thank you for your understanding.)

- If your Place to Visit is not in the options such as the venue of the academic conference, etc., select "No option" and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by fieldwork, enter the region, place name, surrounding area, etc.

 For "Business Trip or Personal Trip" and "Main Source of Funding," the choices selected in "2-3-(3)
 STEP 3: Information of Entire Trip" are shown.
 Correct if it is partially different depending on "Business/Place to Visit".

Travel For "	"Travel", make sure to enter all the inter-city travel to	the Place to Visit and the Place of Return. Delete		
5	Transportation *	OPlane ®Train OBus OTaxi OCar OShip		
6	Departure Country *	Japan		
7	Departure City *	Narita . NRT		
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport		
9	Departure Date (Local Time) *	2020/12/06		
12	Arrival Date (Local Time) * Copy the Departure Date	2020/12/06		
14	Arrival Country * Copy the Departure Country	Japan	~	
15	Arrival City *	Тзикиba		
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen		
17	Is the Place of Arrival a transit point? *	Cyes ®No		
18	Is the Place of Arrival a place to stay? *	Oyes ®No		
		Add BusinessiPlace to Visit Add Travel		
Return		/		- On the Date Country City name etc of the
5	(Expected) Return Date	2020/12/06		"Return" the arrival information of the "Travel"
6	Country of Return	Japan		directly above appears automatically
7	City of Return	Tsukuba		
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen		
	Co	Back to Previous Page Save Temporarily Cancel		(3) Click the "Confirm" button when you hav finished inputting all the information until "Return"

2-3-(5) STEP 5: Confirmation and Registration

Applica	ation Type	
1	Application Type	Overseas Business Trip
1	Name	
2	Last Name (Japanese)	
3	First Name (Japanese)	
4	Middle Name (Japanese)	
5	Last Name (Alphabet)	Tsukuba
6	First Name (Alphabet)	Taro
7	Middle Name (Alphabet)	
8	Affiliation	Faculty of Humanities and Social Sciences
9	Job Title	Professor
10	Employee ID No	
/		
54	Place of Departure (Name of Station, Express But Terminal, etc.)	Marila International Arport
54 55	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time)	Narita International Airport 2020-12-66
54 55 56	Place of Departure (Name of Station, Express los Terminal, etc.) Departure Date (Local Time) Anival Date (Local Time)	Narita International Arport 2020-12-06 2020-12-06
54 55 56 57	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Anrival Date (Local Time) Anrival Carutty	Narita International Algort 2020-12-06 2020-12-06 Japan
54 55 56 57 58	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Arrival Date (Local Time) Arrival Caty	Narita International Aliport 2020-12-06 2020-12-06 2020-12-06 Japan Taskuba
54 55 56 57 58 59	Place of Departure (Name of Station, Express Bia Terminal, etc.) Departure Date (Local Time) Arrival Date (Local Time) Arrival Call Arrival Call Pipce of Arrival (Name of Station, Express Bios Terminal, etc.)	Narita International Algort 2020-12-06 2020-12-06 Japan Teokuba Kenbyugakuen
54 55 56 57 58 59 60	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Arrival Date (Local Time) Arrival County Arrival County Place of Arrival (Name of Station, Express Bus Terminal, etc.) Is the Place of Arrival a transf point?	Narita International Aliport 2020-12-06 2020-12-06 2020-12-06 Japan Taskuba Kentyugakuen No
54 55 56 57 58 59 60 61	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Arrival Date (Local Time) Arrival County Arrival County Bus Terminal, etc.) Station, Express Bus Terminal, etc.) Station, Express Bus Terminal, etc.) Station, Express Bus Terminal, etc.) Station, Express Bus Terminal, etc.) Station, Express Bis the Place of Arrival a transit point? Is the Place of Arrival a place to stay?	Narita International Aliport 2020-12-06 2020-12-06 2020-12-08 3apari Tuskuba Tuskuba Kentyugakuen No No
54 55 56 57 58 59 60 61 8teturn	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Arrival Date (Local Time) Arrival Date (Local Time) Buster Date (Local Time) Arrival Cally Piloce of Arrival (Name of Station, Express Bus Terminal, etc.) Is the Piace of Arrival a transit point? Is the Piace of Arrival a place to stay?	Narita International Algort 2020-12-06 2020-12-06 2020-12-06 Japan Teskuba Kentyugakuen No No
54 55 56 57 58 59 60 61 61 62	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Arrival Costly Arrival Costly Arrival Costly Arrival Costly Place of Arrival Name of Station, Express Bus Terminal, etc.) Is the Place of Arrival a place to stay? (Expected) Return Date	Narita International Airport 2020-12-06 2020-12-06 2020-12-06 Japan Takuba Kentyogatuen No No 2020-12-06
54 55 56 57 58 59 60 61 81 84 84 84 84 84 84 84 84 84 84 84 84 84	Place of Departure (Name of Station, Express fue Terminal, etc.) Departure Dide (Local Time) Arrival Control Arrival Country Arrival Column Arrival Column Sus Terminal, etc.) Is the Place of Arrival a transit point? Is the Place of Arrival a transit point? Is the Place of Arrival a place to stay? (Expeeded) Return Date Country of Return	Narita International Aliport 2026-12-06 2020-12-06 2030-12-06 2030-12-06 2030-12-06 2030-12-06 2030-12-06 2030-12-06 2030-12-06 2030-12-06
54 55 56 57 58 59 60 61 61 61 62 63 64	Place of Departure (Name of Station, Express Bus Terminal, etc.) Departure Date (Local Time) Annixal Date (Local Time) Annixal County Annixal County Place of Annixal Name of Station, Express Bus Terminal, etc.) Is the Place of Annixal a transit point? Is the Place of Annixal a transit point? Is the Place of Annixal a place to stary? (Expected) Return Date Chy of Return Chy of Return	Narta International Arport 2020-12-06 2020-12-06 Japan Tukuba Kentiyugatuen No No No 2020-12-06 Japan No

(1) The information input from STEP 1 to STEP 4 will be shown so confirm.

- If you wish to correct it, you can return by clicking the "Back to Previous Page" button.

- Click "Save Temporarily" to save with the "In Progress" status without registering it. - The temporarily saved Itinerary information is shown on the "Application History" screen, you may click the "Next" button to continue entering.

- Be aware that if you click "Cancel", the application will be canceled and all information input will be deleted.

(2) If it is fine, click the "Register" button.

2-3-(6) Export Control



(1) After inputting the Itinerary information, you will be redirected to the registration screen of the Export Control Reference No.

If there is no particular notification about the Reference No. to be used by the representative or the person in charge of the trip, etc., it must be acquired separately on the Export Control System (TExCO).

Export Control System (TExCO) URL:

https://texco.sec.tsukuba.ac.jp/

- This screen is not shown in the case that the Status is "Exempt from Export Control" for some purposes of a student's trip. Proceed to "2-3-(7) Output of Itinerary Form".

Register Referer	nce No.		
Before the creation of this travel of TExCO separately	literary, etc., did you finish the export control of the accompanying goods and/or the technology to be provided by using the export cy γ^2 *	control for overseas	
 1) All the export control approvement. 	plications for accompanying goods or transferring technology have been already completed by "Export control procedures for over	as trips" of TExCO	
 2) Export control application system. However, some exponence 	ons for accompanying goods or transferring technology have been already completed partially by "Export control procedures for over xport control applications to be completed still remain.	seas trips" of TExCO	 (2) Select the current status of the Export Control Procedures.
O3) Export control procedu O4) Not sure.	ures have not been taken yet.		
	TExCO 第巻大学軸出版理システム 海外出張申請者用 You can take export control procedures here.		
Reference No. 1			
Reference No. 2			
Reference No. 3			
Reference No. 4			
Reference No. 5			
Reference No. 6		<	— (3) Input a valid Reference No. acquired on the Export Control System (TExCO)
Reference No. 7			
Reference No. 6			- If there are multiple Reference Nos. associated with
Reference No. 9			one trip, such as when there are separate shipping,
Reference No. 10			you can enter a maximum of 10 numbers.
	L		
	Cancel		
L			(4) Click "Next".

Register Referenc	egister Reference No.					
Before the creation of this tlinerary, etc., did you finish the export control of the accompanying goods and/or the technology to be provided by using the export control for overseas travel of TExCO separately? *						
1) All the export control applied system.	ations for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO					
Reference No. 1						
Reference No. 2						
Reference No. 3						
Reference No. 4						
Reference No. 5						
Reference No. 6						
Reference No. 7						
Reference No. 8						
Reference No. 9						
Reference No. 10						
	Register Cancel					

(5) The confirmation screen is shown. If it is fine, click the "Register" button.

			Home M	New Application	Application History	Account Managemen	t Proxy Mar	nagement	Logout
				Registration co	mpleted.				
plication Hist	ory								
iltering Criteria							New A	pplication	Export
ring Results wse the past applicatio Application No.	n details, click on Traveler's Name	"Details" button.	Period of Trip	Trav	eler's Type/Subject of t e of Submission/(Itiner	he Itinerary/ ary Creator) L	Status ast Updated	Opera	tion
ring Results wise the past application Application No. Delete uplicate Application	n details, click on Traveler's Name TSUKUBA Taro	"Details" button. Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12-06	/ Acader	eler's Type/Subject of t e of Submission/(thiner Oneself / Faculty/S mic Service Office for the Social Sciences Ar	he Itinerary/ ary Creator) I taff Humanities and ea	Status .ast Updated Date Completed	Opera Deta Export O Print Out	tion hils Control

(6) You will be redirected to the "Application History" screen.

The message "Registration Completed" is shown. If the "Status" of the application is "Completed", now all the process is finished.

 \rightarrow Continue to "2-3-(7) Output of Itinerary Form".

- If Export Control has not been completed and the "Status" is still "Export Control Required", after acquiring a Reference No. on the Export Control System (TExCO), then click the "Export Control" button in the "Operation" column, open the "Register Reference No." screen and register it.

2-3-(7) Output of Itinerary Form

Filtering Criteria					New A	Application Exp
ering Results	on details, click on	"Details" button.				
Application No.	Traveler's Name	Destination	Period of Trip	Traveler's Type/Subject of the Itinerary/ Place of Submission/(Itinerary Creator)	Status Last Updated Date	Operation
Delete Duplicate Application	TSUKUBA Taro	Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for the Humanities and Social Sciences Area	Completed	Details Export Control Print Out Itinerary
Delete		South Korea	2020-11-02 ~ 2020-11-05	Oneself / Faculty/Staff	In Progress Next	

(1) On the "Application History" screen, click the "Print Out Itinerary" button in the "Operation" column of the application for which you wish to output an Itinerary Form (PDF).

"Itinerary" Form

Facul	ty of Humanities and So	住主 む Itinerary dal Sciences	ζ	【海外渡航システム出力株式】
TSUR Student Status : Profe D No. :	KUBA Taro ssor			Printed out by TRIP <u>System</u> 状態/Status 完了 申請番号/Application No. :
国 名 Country	発着地名 Departure & Arrival	訪問先 Place to Visit	滞在日数 No. of Days	用 務 Basiness
Japan	Tsukuba 発		1	Train
	Narita 着			経由地
Japan	Narita 発	(MH089 10:20)		Plane
Malaysia	Kuala Lumpur : KUL 着	(16:45)	-	
		Kuala Lumpur Congress Center	3	ABC Conference 2020
Malaysia	Kuala Lumpur : KUL 発	(MH88 23:30)	1	Plane
Japan	Narita : NRT 着	(07:40)	1	経由地
Japan	Narita : NRT 発			Train
	Tsukuba 着			
	日程表作成者/itineraryCr	eator: (Faculty of Humanilies	and Social Sciences	. Emalt
	Facu TSU TSU Non: Japan Malaysia Japan Malaysia Japan Japan	Additional for and Son TSUKUBA Taro TSUKUBA Taro TSUKUBA Taro TSUKUBA Taro Taro Taro Taro Taro Taro Taro Taro	Automatical and social sciences ratures Status of Humanities and social sciences ratures sciences <	Control Sector of Humanes and Social Sciences ISURDEA res sector of the sector of t

(2) The prescribed "Itinerary" Form is output in PDF by the TRIP system. Print and attach it to a Business Trip Notification, an Application for Studying Abroad, etc.

- If the "Status" is other than "完了(Completed)" or "輸出管理対象外 (Exempt from Export Control)", there are still necessary procedures for the Itinerary to be attached to a Business Trip Notification, an Application for Studying Abroad, etc. Be sure to make the Status "完了 (Completed)" before attaching it.

- If you read the QR code with your smartphone camera or a QR code reader, you can access the TRIP system application directly (Login is required). This is useful when you need to edit it.

"Overseas Travel Contact" Form (Only for Faculty and Staff Members)

	7	【機密性3、出張事務開係者開
(M+ 1 1211, 938	m>274	海外渡航連絡先 Overseas Travel Contact
an an an an an an an	所属名 Affiliation	第名 Faculty of Humanities and Social Sciences Job Title Assistant Professor
	氏名 Name	SHIHO Manabu TEL 9999
↑ 住 中 の 棘 務 補 充 等 の 措 置 Messures for Job Replacement while You are Absent	備考 Remarks	For "Introduction to OO", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "OO practical training," It will be given remotely via Zoom.
	住所 Address	Tennodai 1-1-1, Tsukuba, Ibaraki
渡航後の国内連絡先	TEL	090-0000-0000
及び本人との関係 Contact Person in Japan and Relationship with Traveler	氏名 Name	TSUKUBA Hanako
	渡航者との関係 Relationship with	spouse

(3) The "Overseas Travel Contact" Form will be output following the Itinerary Form if the following conditions are met. Submit along with the Business Trip Notification, if your affiliated department requires to attach an "Overseas Travel Contact Form/Overseas Travel Contact" with it.

Output Conditions:

- The Traveler user is a faculty or staff member.
- The Traveler user has selected "Yes" in the "Necessity of Submission of the 'Contact Form for Overseas Travel/Overseas Travel Contact'" section of the Account Information.
- You have logged in as the Traveler yourself, the Proxy user with authority granted by the Traveler, or the Authorized User.

- In the "Overseas Travel Contact" Form, the "Contact Information in Japan" that the Traveler user has registered in the Account Information and the "Measures for Job Replacement while You are Absent" entered in STEP 3 (Information of Entire Trip) at the time of trip application will be printed.

2-4. Create an Itinerary for Other User's Trip

This is continued from "2-2-(1) New Application".

This section explains when the currently logged-in user will create an Itinerary as an "Itinerary Creator" on behalf of a Traveler.

- When creating an Itinerary of your own trip, refer to "2-3. Create an Itinerary for Your Own Trip".

2-4-(1) STEP 1: Application Type

STEP1	(1/5) Application Type	
		Import
1	Application Type	Overseas Business Trip
2	Traveler's Type Is this application for a trip of the user currently logged in?	COneself BOther User(s)
3	Subject of the Itinerary Is the Itinerary for a faculty/staff or a student?	<pre>@Facuity/Staff Student</pre>
	a one rementary for a raceny/asam or a assument	
		Cancel

(1) Select "Other User(s)" in "Traveler's Type", select whether the Traveler is "Faculty/Staff" or "Student" in "Subject of the Itinerary", and click "Next".

2-4-(2) STEP 2: Registration of Travelers

equired ite	em	
er 1		
1	Name *	
2	Email Address *	
3	Unified Authentication ID UTID-13 or UTID-NAME *	
		Add
		Next Cancel
TEP2	(2/5) Registration of Tra	avolors
Required i	tem	
Required i ser 1	tem	
Required i ser 1 1	tem Name *	Traveller Taro
Required i ser 1 1 2	tem Name * Email Address *	Traveller Taro
Required i ser 1 1 2 3	tem Name * Email Address * Unified Authentication ID Utified Authentication ID	Traveller Taro
Required i ser 1 1 2 3	territerriterriterriterriterriterriterr	Traveller Taro
Required i ser 1 1 2 3 ser 2	tern Name * Email Address * Unified Authentication ID UTIO-13 or UTIO-NAME *	Traveller Taro
Required i ser 1 2 3 ser 2 1	Name * Email Address * Unified Authentication ID UTID-13 or UTID-NAME * Name *	Traveller Taro
Required i ser 1 2 3 ser 2 1 2	Name * Email Address * Unified Authentication ID Unified Authentication ID Unified Authentication ID Email Address *	Traveller Taro Traveller Jiro Traveller Jiro
Required i ser 1 2 3 ser 2 1 2 3	Name * Email Address * Unified Authentication ID UTID-13 or UTID-NAME * Email Address * Unified Authentication ID UTID-14 or UTID-NAME *	Traveller Taro Traveller Taro Traveller Jiro Traveller Jiro Traveller Jiro Traveller Jiro
Required i ser 1 2 3 ser 2 1 2 3	Name * Email Address * United Authenication ID UTID-13 or UTID-NAME * Email Address * United Authenication ID UTID-13 or UTID-NAME *	Traveller Taro Traveller Jiro Traveller Jiro Traveller Jiro
Required i 1 2 3 3 seer 2 1 2 3 3	Image: Name *	Traveller Taro
Required 1 1 2 3 3 1 2 3 3 3 3	Image: Second	Traveller Taro

(1) Register Traveler(s).

- To register, the minimum information such as "Name", "Email Address", "Unified Authentication ID" of the Traveler is required.

The Traveler will input their Account Information, such as their Affiliation, Job Title, and Contact Information in Japan, etc. (The information does not appear to the Itinerary Creator.)
Both UTID-13 and UTID-NAME can be used as Unified Authentication IDs.

The Unified Authentication ID is the 13-digit number printed under the barcode on the back of your Employee/Student ID Card. UTID-NAME is before @ of the email address of the u.tsukuba.ac.jp, un.tsukuba.ac.jp, s.tsukuba.ac.jp domain granted by the university.

Unified Authentication Details (ACCC website):

https://www.cc.tsukuba.ac.jp/wp_e/service/unifiedauthentication-system/

(2) Click "Add" to add the Traveler user fields. You can add up to 10 Travelers on the same schedule and/or journey.

- Since the choices of questions are partially different between faculty and staff members and students, only those of the type of the "Subject of the Itinerary" selected in STEP 1 (Faculty/Staff if they are faculty or staff members, and Student if they are students) can be added here.

2-4-(3) STEP 3: Information of Entire Trip



- If you select "No" in "Multiple-budget Business Trip", select "Main Source of Funding". (It serves as the basic data for statistical surveys, such as the "Survey on International Exchange" of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Thank you for your cooperation.)

(1) Input "Information of Entire Trip".

-The University of Tsukuba has established measures for students, faculty, and staff traveling overseas based on the risk information (Overseas Safety website) for each country issued by the Ministry of Foreign Affairs (MOFA). Be sure to refer to the "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas (Decided by the President)" and the "Overseas Safety website" by MOFA to confirm that it is an area where traveling is currently permitted.

Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas http://www.tsukuba.ac.jp/en/study-tsukuba/safety

Overseas Safety website by the MOFA https://www.anzen.mofa.go.jp/

- "Business Trip" means traveling to foreign countries by order or a request from the university. If there is financial support from the university, it will also be "Business Trip" for students.

- "Personal Trip" means traveling privately and also includes study abroad and short-term training by private scholarships without any Business Trip procedures of the university.

For Multiple-budget Business Trip

3	Multiple-budget Business Trip *	®Yes ○No		
3 - 1	Periods for Each Budget - 1	=	~ 🗮	
3 - 1	Information for Each Budget - 1			
3 - 2	Periods for Each Budget - 2	Ħ	~ 🗮	
3 - 2	Information for Each Budget - 2			
3 - 3	Periods for Each Budget - 3	=	~ 🗮	
3 - 3	Information for Each Budget - 3			
3 - 4	Periods for Each Budget - 4	=	~ 🔳	
3 - 4	Information for Each Budget - 4			
5	Whether there is the Reduction Adjustment or not. * •	Oyes ®No		
6	Fellow Traveler			
7	Remarks			

- If you select "Yes" for "Multiple-budget Business Trip", the "Periods for Each Budget" and "Information for Each Budget" fields will expand.

If you have different budgets for different periods, such as the first half of a Business Trip and the second half of a Business Trip, enter the budget name in the "Information for Each Budget" section and the period (dates) to be paid for each budget in the "Periods for Each Budget" section. (If the number of budgets exceeds more than four, continue it in the Remarks field.)

If not divided by periods, provide details in the Remarks field, such as "XX yen from A budget, excess from B budget".

The information on "Main Source of Funding" is selected in the next "2-4-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)" in "Business/Place to Visit".

If you wish to make a Reduction Adjustment

- Select "Yes" in "Whether there is the Reduction Adjustment or not." if you wish to reduce the daily allowance and accommodation expenses in cases of a long-term Business Trip, etc. from the stipulated amount. If you have selected "Yes", be sure to indicate in the Remarks which items will be reduced, and how.

Measures for Job Replacement While You are Absent (Only for Faculty and Staff Members)

are requerson wh	uired to submit a "Contact Form for Overse to will perform the job replacement while yo as necessary if you are a member of an or	as Travel/Overseas Travel Contact ⁴ from your affiliated department along with the Business Trip Notification, please enter the information our are absent. rganization that does not require.
8	Affiliated Department *	Faculty of Humanities and Social Sciences
9	Job Title *	Assistant Professor
10	Name *	SHIHO Manabu
11	Phone Number *	9999
12	Email *	
13	Remarks	For "Introduction to OO", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "OO practical training," it will be given remotely via Zoom.

- If a faculty and staff member log in, "Measures for Job Replacement while You are Absent" will be shown.

If you are required to submit a "Contact Form for Overseas Travel/Overseas Travel Contact" from your affiliated department along with the Business Trip Notification, enter the information of the person who will perform the job replacement while you are absent.

If your affiliated department does not require you to submit an "Overseas Travel Contact Form/Contact Information for Overseas Travel," just enter "-", etc. as appropriate. (Click the "Copy from the Previous History" button to call up the information you input for your most recent Travel.)

Next Back to Previous Page Save Temporarily Cancel

(2) Click "Next".

2-4-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)

S	TEP4 (4/5) Itinerary (Travel and B	usiness/Place to Visit)			(1) Enter the Itinerary information for "T and "Business/Place to Visit"	'ravel"
Ac	i "Travel" an	d "Place to Visit" from the Place of Departure to th	e Place of Return that you entered in "Itinerary (Departure/Return Information)".				
- 1	equired iter	n					
	parture						
	1	Departure Date *	H				
	2	Departure Country *	Japan	~			
	3	Departure City *			<	- Input and add the information of "I ravel" an	d
	4	Place of Departure (Name of Station,				"Business/Place to Visit" in a way that connect	s from
$\mathbf{\nabla}$		Expressions reminal, etc.)				"Departure" to "Return"	
Т	avel						
	5	Transportation *	OPlane OTrain OBus OTaxi OCar OShip				
	7	Departure Country	Japan				
	'	Opparture City *				Image Diagram	
	8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *				Departure	
	9	Departure Date (Local Time) *	#				
	12	Arrival Date (Local Time) * Copy the Departure Date		Input		Travel	
	14	Arrival Country *	Japan				
		Copy the Departure Country				Business/Place to Visit Add	
	15	Arrival City *					
	16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *				Business/Place to Visit Add	
	17	Is the Place of Arrival a transit point? *	Oyes ONo			Travel Add	
	18	Is the Place of Arrival a place to stay? *	OYes ONo				
			Add BusinessiPlace to Visit Add Travel Add			Business/Place to Visit Add	
R	eturn				+	Travel Add	
	5	(Expected) Return Date					
	6	Country of Return City of Return				Return	
U	8	Place of Return (Name of Station, Express Bus Terminal, etc.)			J		

Departure			« November 2020 » - Click on the Date field to
1	Departure Date *	a 2020/12/01	3usine 25 26 27 28 29 30 31 1 2 3 4 5 6 7 date.
2	Departure Country *	Japan	the Place 0 8 9 10 11 12 13 14 1
3	Departure City *	Tsukuba	22 23 24 25 26 27 28
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	29 30 1 2 3 4 5
Travel			
5	Transportation *	OPlane ®Train OBus OTaxi OCar OShip	- If you input the Date, Country, City, etc. in order
6	Departure Country *	Japan	from the top, the information directly above will be
7	Departure City *	Tsukuba	shown or copied as the next starting point.
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	appropriate.)
9	Departure Date (Local Time) *	E 2020/12/01	
12	Arrival Date (Local Time) *	2020/12/01	
	Copy the Departure Date		
14	Arrival Country * Copy the Departure Country	Japan 🗸	
15	Arrival City *	Narita	- What is a "transit point"?
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport	Select "Yes" for airports, stations, etc. where you
17	Is the Place of Arrival a transit point? *	®yes ONo	- What is a "place to stay"?
18	Is the Place of Arrival a place to stay? *	Oves ®No	Select "Yes" if you stay at a hotel, etc. at your Place o Arrival. The Place of Return is not included in a place
		Add Business/Place to Visit	to stay.

Add "Travel"

Add	Business/	Place	to Visit	
			`	
	Add T	ravel		

Input "Departure" and the first "Travel"

5	Transportation *	OPlane OTrain OBus OTaxi OCar OShip
6	Departure Country *	Japan
7	Departure City *	Narita
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) *	H
	Copy the Departure Date	
14	Arrival Country *	
	Copy the Departure Country	
15	Arrival City *	
17	Is the Place of Arrival a transit point? *	Oyes ONo
18	Is the Place of Arrival a place to stay? *	O'Yes ONo

- (1) Click the "Add Travel" button where you wish to insert a "Travel".
- (2) A new "Travel" is added.
- (3) Input the "Travel" information.
- If you wish to delete a "Travel", click the "Delete" button in the upper right corner.
City Name Suggesting Function

	Arrival Country	Malaysia
	Copy the Departure Country	
15	Arrival City *	Ки
17	Is the Place of Arrival a transit point? *	Kuala Lumpur : KUL Kuala Terengganu : TGG
18	Is the Place of Arrival a place to stay? *	Kuantan : KUA
		Kuching : KCH
		Kudat : KUD
		/
14		
14	Arrival Country * Copy the Departure Country	Malaysia
14	Arrival Country * Copy the Departure Country Arrival City *	Malaysia KUL

- After selecting a Country name, start typing a few letters of the City name and you will see the main city names in that country that start with that spelling. Select the City you wish to Travel to if it is on the list. If it is not on the list, continue to input the City name as it is.

- You can also enter the City name (airport name) in the three-letter code printed on the air ticket, etc.

- The City Name Suggesting Function supports the alphabet only.

- If you choose the name of the city in the alphabet from the choice, when you receive a notification such as a warning about the destination country from "Tabireg" provided by MOFA, you can receive specific information about the city and region as well as information of the entire country.

Add "Business/Place to Visit"

Malaysia

=

Ħ

If your Place to Visit is not and enter the hotel name of

institution or facility to whic area, etc.

OYes ONo OUnknown

Business Trip
 OPersonal Trip

Add Business/Place to Visit Add Travel

University of Tsukuba > Management Expenses Grants, etc.

Business/Place to Visit 19

20

21

22

23

24

25

26

27

Country of Place to Visit

Start Date of Visit *

End Date of Visit *

Place to Visit *

Is the place to visit a partne university?

Business Trip or Personal Trip

Business/Name of Program, Course or Academic Conference to Attend

Main Purpose of Visit *

Main Source of Funding *

	(1) Click the "Add Business/Place to Visit"
Add Business/Place to Visit	button where you wish to insert "Business/Place
Add Travel	to Visit".

Delete	(2) A new "Business/Place to Visit" is added.
	 If you wish to delete "Business/Place to Visit", click the "Delete" button in the upper right corner.
in options such as the venue of the academic conference, etc., select "No option" r convention center name of the venue. In addition, if you cannot specify the h you are visiting such as by field work, enter the region, place name, surrounding	

9	Country of Place to Visit	Malay	sia	
0	Start Date of Visit *	=	2020/12/02	
1	End Date of Visit *	=	2020/12/04	
2	Place to Visit *	If your and e institu	Place to Visit is not in options such as the venue of the academic conference, etc ter the hotel name or convention center name of the venue. In addition, if you car ion or facility to which you are visiting such as by field work, enter the region, plac	., select "No option" not specify the e name, surrounding
		No	in the options	~
		If ther	e is no option: Kuala Lumpur Congress Cen	
3	Is the place to visit a partner university? *	OYes	®No OUnknown	
4	Business Trip or Personal Trip *	®Bus	ness Trip OPersonal Trip	
5	Main Purpose of Visit *	Aci	Idemic Conference or Symposium (including Workshop)	~
6	Business/Name of Program, Course, or Academic Conference to Attend *	ABO	Conference 2020	
7	Main Source of Funding *	Uni	versity of Tsukuba > Management Expenses Grants, etc.	~
		4	dd Business/Place to Visit	

(3) Input the "Business/Place to Visit" information.

- If the Place to Visit is a partner university of the University of Tsukuba, select from the list of the partner universities in the destination country. (The latest information may not be reflected because of the frequency of updates. Thank you for your understanding.)

- If your Place to Visit is not in the options such as the venue of the academic conference, etc., select "No option" and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by fieldwork, enter the region, place name, surrounding area, etc.

 For "Business Trip or Personal Trip" and "Main Source of Funding," the choice selected in "2-4-(3) STEP 3: Information of Entire Trip" is shown.
 Correct if it is partially different depending on "Business/Place to Visit".

5	Transmodellan *	OPlane @Train OBus OTaxi OCar OShip	
-	Transportation		
6	Departure Country *	Japan	
7	Departure City *	Narita : NRT	
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Narifa International Airport	
9	Departure Date (Local Time) *	2020/12/06	
12	Arrival Date (Local Time) * Copy the Departure Date	2020/12/06	
14	Arrival Country * Copy the Departure Country	Japan	Ŷ
15	Arrival City *	Тзикиba	
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenlyugakuen	
17	Is the Place of Arrival a transit point? *	Cyes ®No	
18	is the Place of Arrival a place to stay? $\stackrel{\bigstar}{\bullet}$	Oyes ®No	
		Add Business/Place to Visit	
		Add Travel	/
eturn		/	/
5	(Expected) Return Date	2020/12/06	
6	Country of Return	Japan	
7	City of Return	Tsukuba	
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen	
	_		

- On the Date, Country, City name, etc. of the "Return", the arrival information of the "Travel" directly above appears automatically.

(3) Click the "Confirm" button when you have finished inputting all the information until "Return".

2-4-(5) STEP 5: Confirmation and Registration

STEP5	(5/5) Confirmation		(1) Confirm the contents input from STEP 1 to STEP 4.
Applica	tion Type		
1	Application Type	Overseas Business Trip	
User 1			
1	Name	Traveller Taro	
2	Email Address	the state of the state of the state of the	 The list of Traveler user(s) is shown.
3	Unified Authentication ID		- Double-check that their Email Address and Unified
User 2			Authentication IDs are correct.
1	Name	Traveller Jiro	
2	Email Address	the state of the second s	
3	Unified Authentication ID		
1	Confirmation of Safety Information of Destination Business Trip or Personal Trip	Ves Business Trip	- If you wish to correct it, you can return by clicking
2	Business Trip or Personal Trip	Business Trip	the "Back to Dravieve Dage" butter
3	Multiple-budget Business Trip	No	the back to Previous Page button.
4	Whether there is the Deduction Adjustment	University or isukuba > Management Expenses Grants, etc.	 Click "Save Temporarily" to save with the "In
2	or not.	NO	Progress" status without registering it The
			 temporarily saved Itinerary information is shown on the "Application History" screen, you may click the "Next" button to continue entering. Be aware that if you click "Cancel", the application will be canceled and all information input will be deleted.
63	Country of Return	Japan	
64	City of Return	Tsukuba	
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen	
	Re	anne Back to Previous Page Save Temporanity Cancel	(2) If it is fine, click the "Register" button.

2-4-(6) Export Control (if input by the Itinerary Creator)

Itinerary Succo If "TRIP Account Registir "TRIP Account Registir If users have already re daolication	Tentative registration of them enter Reference them enter Reference constraints and the second secon	Home New Application the illnerary completed. By clicking No. taken from the Export Control Sy succession of the export Control RIP Proxy Authority" is No. click on	Application History 2 A	Account Management	rol and n for	Ment Logout
Itinerary Succo TRIP Account Registr "TRIP Account Registr If users have a letady re Japolication	Tentative registration of then enter Reference COSSION Itation" is not completed, and/or " Itation" is not completed, and/or "	the timerary completed. By clicking No. taken from the Export Control Sy succession of the export control RIP Proxy Authority" is No. click on	"Export Control" button, proceed ystem (TExCO). Or, click on th of procedure to the Traveler.	ed to the export contr e "Send Email" butto	rol and in for	
Itinerary Succ.	Cession tration" is not completed, and/or "	'RIP Proxy Authority" is No. click on 1				
* "TRIP Account Registr If users have already reg	ration" "TRIP Provy Authority" an		the "Send Email" button for su	ccession of the proce	edure to the user.	
	egistered their account, "Name" a Unified Name	1 "Status" are the status when "Regis d "Email Address" are the ones whic Email Address	ster" in STEP 5 was clicked. the users entered by themse TRIP Account	elves, and those with	* are the Itinerary C Succession	reator has entere Operation
NO. Autre	Traveller Taro *		Registered	No	Export Control Required (Email Not Sent)	Export Control Send Email
	Traveller Jiro *	•	Registered	No	Export Control Required	Export Control

If you wish to turn over the Export Control Procedures to the Traveler(s), proceed to "2-4-(7) Succession of Itinerary Form".

This section explains the steps in cases when the Itinerary Creator has already provided an Export Control Reference No. acquired separately on the "Export Control System (TExCO)" from the representative or the person in charge of the trip, etc., and then succeed the Itinerary to the Traveler after inputting it.

Export Control System (TExCO) URL:

https://texco.sec.tsukuba.ac.jp/

(1) Click the "Export Control" button for the Traveler user who will input a Reference No.

The "Export Control" button is not shown in the cases that the status is "Exempt from Export Control" for some purposes of a student's trip. Proceed to "2-4-(7) Succession of Itinerary Form".

		Home	New Application	Application History	Account Management	Provy Management	Longut
		Home	New Application	Application History	Account management	Ploxy management	Logoui
	Tentative registration of	the itinerary c	ompleted. Proceed to	o the export control and ente	r Reference No. taken from	the	
			Export Control S	System (TExCO).			
egister Refere	ence No.						
0							
()h	- Manager also did finish th				lans to be acceled at his sale		
vel of TExCO separat	etc., did you finish tr	e export cont	roi oi the accompany	ing goods and/or the techno	logy to be provided by usin	g the export control for c	iverséas
All the export control a	pplications for accompanying o	oods or trans	ferring technology ha	ive been already completed	by "Export control procedu	res for overseas trips" of	TExCO
stem.	,				-, -,		
Export control applica stem. However, some	ions for accompanying goods of	or transferring	technology have bee	en already completed partial	ly by "Export control proced	ures for overseas trips"	of TEXCO
a contract of the state of the	export control applications to be	e completed s	till remain.				
3) Export control proce	export control applications to be dures have not been taken yet.	e completed s	till remain.				
3) Export control proce 4) Not sure.	export control applications to be dures have not been taken yet.	e completed s	till remain.				
3) Export control proce 4) Not sure.	export control applications to be dures have not been taken yet.	e completed s	till remain.				
 Export control proce Not sure. 	export control applications to be dures have not been taken yet.	e completed s	till remain.	1111日 11111日 11111日 11111日 11111日 11111日 11111日 11111日 11111日 111111			
3) Export control proce 4) Not sure.	export control applications to be dures have not been taken yet	TExC	till remain. 	出管理システム ha Figure Control System			
3) Export control proce 4) Not sure.	export control applications to be dures have not been taken yet	TExC	till remain. CO ^{既波大学輸} Investor of Take 海外出	出館遭システム hatiget/constyrem 法明書者用			
 b) Export control proce b) Not sure. 	export control applications to b dures have not been taken yet	TExC	till remain. CO <u>S波大学輸</u> Deversy of Jack 海外出 You can fake export c	出館費システム El graft canadayaem 張申請者用			
 Export control proce Not sure. 	export control applications to b dures have not been taken yet	TExC Y	till remain. CO <u>筑波大学輸</u> Usevery of Task 海外出 You can take export c	出版考システム La Igen Cond System 張申請者用 ontrol procedures here.			
 b) Export control proce b) Not sure. ference No. 1 	export control applications to b dures have not been taken yet	TExC	till remain. 文波大学論 Wavesy of Task 海外出 You can take export of	出版理システム la trant constant 張申請者用 ontrol procedures here.			
S) Export control process () Not sure.	export control applications to bidures have not been taken yet	TEXC	till remain. 反波大学論 Unevery of fast 海外出 You can take export c	出覧費システム la tiget Cond Syma 張申請者用 ontrol procedures here.			
a) Export control proce b) Not sure. Iderence No. 1 Iderence No. 2	export control applications to b dures have not been taken yet	TExC	till remain. 文波大学論 Description 海外出 You can take export o	出版書システム is the of Construction 張申請者用 ontrol procedures here.			
5) Export control proce 6) Not sure: Iference No. 1 ference No. 2 ference No. 3	export control applications to bidures have not been taken yet	TExC	till remain. CO <u>筑湖大学論</u> ¹¹ ¹	出稿書システム Aligner Align 祝申請者用 ontrol procedures here.			
3) Export control proce (4) Not sure.	export control applications to bidures have not been taken yet.	TExC	till remain. 文波大学論 海外士 Gou can take export c	出版考システム			
3) Export control proce 34) Not sure.	export control applications to bidures have not been taken yet	TExC	till remain. (O <u>笑想大学能</u> 这些的文字 Eath 海外出 Sou can take export c	出版理システム la figen (construint) 正規 使用 調査 の ITOI procedures here.			

(2) You will be redirected to the registration screen of the Export Control Reference No.

Register Reference No.		
Before the creation of this itinerary, etc., did you finish the export control of the travel of TExCO separately? *	accompanying goods and/or the technology to be provided by using the export control for overseas	
The export control applications for accompanying goods or transferring te system. O Signature on transferring technology of the export on transferring technology system. However, some export control applications to be completed still remail Si Export control procedures have not been taken yet. O4) Not sure.	chnology have been already completed by "Export control procedures for overseas trips" of TExCO agy have been already completed partially by "Export control procedures for overseas trips" of TExCO n.	(3) Select the current status of the Export Control Procedures.
TExCO You can to	<mark>究表大学軸出版理システム</mark> Tweng all-bale tiget constrying 海 外出張申請者用 alle export control procedures here.	
Reference No. 2		
Reference No. 3		
Reference No. 4		(4) Input the Export Control Reference No.
Reference No. 5		provided from the representative or the person
Reference No. 6		- If there are multiple Reference Nos, associated with
Reference No. 7		one trip, such as when there are separate shipping.
Reference No. 8		you can enter a maximum of 10 numbers.
Reference No. 9		
Reference No. 10		
		(5) Click "Next".
	Ned	

3efore the creation of this timerary, etc., did you finish the export control of the accompanying goods and/or the technology to be provided by using the export control for overseas ravel of TExCO separately? *						
) All the export control ystem.	applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO					
Reference No. 1						
leference No. 2						
Reference No. 3						
leference No. 4						
leference No. 5						
Reference No. 6						
teference No. 7						
Reference No. 8						
leference No. 9						
Reference No. 10						

(6) The confirmation screen is shown. If it is fine, click the "Register" button.

				Registration	n completed.			
erary S	Succession							
IP Account	Registration" is not co Registration", "TRIP P	ompleted, and/or "T Proxy Authority" and	"RIP Proxy Au d "Status" are	thority" is No, click or the status when "Reg	n the "Send Email" button for gister" in STEP 5 was clicked.	succession of the pro	cedure to the user.	
rs have alr	eady registered their a	ccount, "Name" and	d "Email Addr	ress" are the ones wh	hich the users entered by then	selves, and those wit	th * are the Itinerary C	Creator has enter
plication No.	Unified Authentication ID	Name	E	Email Address	TRIP Account Registration	TRIP Proxy Authority	Succession Status	Operation
No.	Unified Authentication ID	Name Traveller Taro *	E	Email Address	TRIP Account Registration Registered	TRIP Proxy Authority No	Succession Status Email Not Sent	Operation Export Control
No.	Unified Authentication ID	Name Traveller Taro *	E	Email Address	TRIP Account Registration Registered	TRIP Proxy Authority No	Succession Status Email Not Sent	Operation Export Control Send Email
No.	Unified Authentication ID	Name Traveller Traveller Vice 1	E	Email Address *	TRIP Account Registration Registered Registered	TRIP Proxy Authority No No	Succession Status Email Not Sent	Operation Export Control Send Email Export Control
No.	Unified Authentication ID	Name International Content of Con	Ε	Email Address *	TRIP Account Registration Registered Registered	TRIP Proxy Authority No	Succession Status Email Not Sent Export Control Required (Email Not Sent)	Operation Export Control Send Email Export Control Send Email

(7) "Succession Status" will change from "Export Control Required (Email Not Sent)" to "Email Not Sent".

 \rightarrow Continue to "2-4-(7) Itinerary Succession"

2-4-(7) Itinerary Succession

"TRIP Accoun TRIP Account users have all	t Registration" is not co Registration", "TRIP P ready registered their at	mpleted, and/or "TRI roxy Authority" and "S ccount, "Name" and "	P Proxy Authority" is No, click on the Status" are the status when "Registe Email Address" are the ones which	e "Send Email" button for suc r" in STEP 5 was clicked. the users entered by themse	ccession of the pro-	ocedure to the user. ith * are the Itinerary C	Creator has entered
Application No.	Unified Authentication ID	Name	Email Address	TRIP Account Registration	TRIP Proxy Authority	Succession Status	Operation
		Traveller Taro *	·	Registered	No	Email Not Sent	Export Control Send Email
		Traveller Jiro *		Registered	No	Export Control Required (Email Not Sent)	Export Contro Send Email

(1) On the "Itinerary Succession" screen, click the "Send Email" button for the application that you wish to succeed to the Traveler.

Confirmation of Sending Email	(2) The contents to be sent are shown.
Notifying by an email to the following user to succeed the operation to Export Control Procedures. Wait until the user completes the procedure. Export Control Procedures のために、以下のユーザーに電子メールで通知し操作を引き継ぎます。	Confirm the contents, add a "request comment" to the Traveler to succeed if necessary, and click
Unified Authentication ID	the "Submit" button.
-	
Name	
Traveller Jiro	
Email Address	
Message	
このメールは筑波大学「海外渡航システム(TRIP)」から自動送信されています。	
日程表作成者 から マレーシアへの漠然にかかる輸出管理手続きの依頼がありました。 男小変説システムにログインして手続きを行ってください。 https://trip.sec.tsukuba.ac.jp/ This email has been sent automalically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.	- If the Itinerary Creator has already input an Export Control Reference No., the requested content will be "Request for accepting the itinerary".
You have received a request for Export Control Procedures for your trip to Malaysia from an Itinerary Creator Please log in to the TRIP system and take the procedure	Макезла
https://trip.sec.tsukuba.ac.jp	アのメール(特殊大学「海の漫話システム(TDIP)」から白動送得会がアレッマ
https://trip.sec.tsukuba.ac.jp/	日曜天作成者 から マレーシアへの混成にから日程長の受視の依頼がありました。 海外混成システムにログインして手続きを行ってください。 https://trip.sec.tsukuba.ac.jp/
国立大学法人 筑波大学 グロー/U・コモンズ爆構	This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.
Global Commons, University of Tsukuba	You have received a request for accepting the illustratular your his to Malaveia from an History Creater
тця лиц эсськима ас да ж ж ж ж ж ж ж ж ж ж ж ж ж ж ж ж ж ж	Please log in to the TRIP system and take the procedure.
Comment for Request (If you have a comment to the traveler, please enter it.)	
I have created an itinerary for the business trip to Malaysia for the conference in December. Please accept the itinerary and perform the Export Control.	ð
Cancel Submit	
39	

	10		liner				
			Home New Application	n Application History 😢	Account Managem	ent Proxy Manag	jement Logo
			Updat	le completed.			
	· ·						
nerary	Succession						
RIP Accour	nt Registration" is not cont Registration" "TRIP F	ompleted, and/or " Proxy Authority" an	TRIP Proxy Authority" is No, clicl d "Status" are the status when "	k on the "Send Email" button for Register" in STEP 5 was clicked	succession of the pro-	ocedure to the user.	
sers have a	Iready registered their a	iccount. "Name" a	nd "Email Address" are the ones	which the users entered by ther	nselves, and those w	ith * are the Itinerary	Creator has ente
nulication	Unified	Name	Email Address	TRIPAccount	TDID Provy	Succession	Operation
No.	Authentication ID	Hume	Linui Addivaa	Registration	Authority	Status	operation
		Traveller		Registered	No	Email Not Sent	Export Contr
		Taro *					Capert Conta
							Send Email
		Traveller		Registered	No	Export Control	Export Contr
		Jiro *	*			Required	Expert com
						Accepted)	Send Email
				2.1			
				Васк			
nlication	Unified	Name	Email Address	TRIPAccount	TDID Provy	Succession	Operation
No.	Authentication ID	Hame	Linai Address	Registration	Authority	Status	operation
		Traveller		Registered	No	Traveler Not	Export Contr
		Taro *	*			Accepted	Lipon Com
							Orand Court

(3) The "Succession Status" on the "Itinerary Succession" screen changes to "Export Control Required (Traveler Not Accepted)."

An email with the contents of (2) will be sent to the Traveler, and <u>the Itinerary Creator</u> <u>should wait for the Traveler to complete the</u> "Acceptance", "Confirmation", and "Registration" ("Export Control" if necessary) of the Itinerary.

- If the Itinerary Creator has input an Export Control Reference No., "Succession Status" will be "Traveler Not Accepted".

If the Traveler has never made the User Registration (signing up) yet at the time of the first Login, "TRIP Account Registration" shows as "No".
If the Itinerary Creator has been granted "TRIP Proxy Authority" from the Traveler (if "TRIP Proxy Registration" shows as "Yes"), and the Itinerary Creator has provided and already input a valid Export Control Reference No. provided from the representative or the person in charge of the trip, etc., the "Send Email" button will not be shown and the TRIP system application (Itinerary Creation) will be completed without Itinerary Succession. (For details of the application by a Proxy, see "4-5. Registration of a Proxy and Application by a Proxy.")

2-4-(8) Acceptance or Sending Back by Travelers



I have created an itinerary for the business trip to Malaysia for the conference in December. I have already entered the Export Control Reference No. Please accept the itinerary.

"Accept" the Itinerary

EXTRIP	筑波大 海外渡	学 航システム					
	Home	New Application	Application History	Itinerary Succession 1	Account Management	Proxy Management	Logout
Waiting List of Itine	rary Su	ccession					
Application No.	De	stination	Period o	f Trip	Itinerary Creator	Operatio	'n
	N	//alaysia	2020-12-01 ~	2020-12-06	TSUKUBA Taro	Accept Send Bac	=k

"Request for accepting the itinerary".

(2)-1 When you click the URL shown in the body of the request email received from the TRIP system on (1), the "Waiting List of Itinerary Succession" screen appears after logging in. Also, an "Itinerary Succession" button appears on the top menu, and the number of waiting to be succeeded is shown as a badge.

Check your Destination, Period of Trip, and Itinerary Creator, and click the "Accept" button if you have this trip in mind.

 \rightarrow Proceed to "2-4-(9) Confirmation and Registration by Travelers."

Succession is not complete yet, so be sure to proceed.

"Send Back" the Itinerary

I have no idea about this trip		
Please confirm if this is correct.		
	Close Submit	

(2)-2 If you do not have this trip in mind, click the "Send Back" button.

Add a comment to the Itinerary Creator and click the "Submit" button.



From here, the operations are on the Itinerary Creator side.

(3) If a Traveler user submits a "Send Back", the TRIP system will send an email to the Itinerary Creator notifying that the Itinerary has been sent back.

Click the URL shown in the body to confirm that the destination Email Address and the Unified Authentication ID are correct.

 \rightarrow After editing the Itinerary information in "4-3. Edit Itinerary", return to "2-4-(7) Itinerary Succession"

2-4-(9) Confirmation and Registration by Travelers

STEP 2 (2/5) Confirmation of Traveler's Information

	Please co	nfirm the o	intents, enter the m	issing items, etc., and subr	nit the illnerary.		
EP2	(2/5) Confirmation of Travel	er's Inf	ormation				
olicatio	n Tune						
Jincauoi	in type						-
1	Application Type	Oversea	s Business Trip				
veler's	Information						ר
u need to	change the traveler's user information, make any o	hanges from	the "Account Manag	ement' menu before starting	the new application process.		
1	Name						
2	Last Name (Japanese)	波讯者					
3	First Name (Japanese)	次郎					
4	Middle Name (Japanese)						
5	Last Name (Alphabet)	Traveller					
6	First Name (Alphabet)	Jiro					
7	Middle Name (Alphabet)						
8	Affiliation	Other In other	2969				
9	Job Title	Associat	Professor				
10	Employee ID No.	_					
11	Place of Submission *	Acade	mic Service Office f	or		~	
12	Extension Number	9999					
13	Domestic Phone Number in Japan	090-999	-9999				
14	Local Mobile Phone Number (if applicable)						
15	Email			-			
ntact In	formation in Japan						
16	Contact Address in Japan	つくば市	春日1-2				1
17	Contact Person's Name in Japan	テスト花	7				1
18	Contact Telephone Number in Japan	9999					
19	Relationship of Contact Person in Japan with Traveler	配用器					
20	Contact Email Address in Japan	-	-				
cessity	of "Contact Form for Overseas Trave	VOverse	as Travel Conta	ict" from			
21	Necessity of "Contact Form for Overseas Travel/Overseas Travel/Ontact" from	Yes					
	ant for Tabiran						
reem	ient for Tabireğ						
22	Agreement for Tabireg (Confirmation)	Yes					

From here, the operations are on the Traveler user side.

(1) "STEP 2 (2/5) Confirmation of Traveler's Information" appears. The message "Please confirm the contents, enter the missing items, etc., and submit the itinerary." is shown in the yellow bar.

If you do not click "Register", "Itinerary Succession" will not be completed after progress to "STEP 3: Information of Entire Trip", "STEP 4: Itinerary (Travel and Business/Place to Visit)" or "STEP 5: Confirmation and Registration." Don't stop at STEP 2, be sure to proceed to the end.

(Furthermore, if the input of Export Control Reference No. remains, input it in "Export Control" after STEP 5.)

Confirm that your information appears in the Traveler's Information.

- Only the "Place of Submission" can be changed on this screen. If you need to change other items, make the changes from the "Account Management" screen on the top menu.

(2) Confirm and click "Next".

STEP 3 (3/5) Information of Entire Trip



If "No" is selected in "Multiple-budget Business Trip", "Main Source of Funding" is shown. (It serves as the basic data for statistical surveys, such as the "Survey on International Exchange" of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Thank you for your cooperation.) (1) Check the information of the entire trip, and correct it if necessary.

-The University of Tsukuba has established measures for students, faculty, and staff traveling overseas based on the risk information (Overseas Safety website) for each country issued by the Ministry of Foreign Affairs (MOFA).

Be sure to refer to the "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas (Decided by the President)" and the "Overseas Safety website" by MOFA to confirm that it is an area where traveling is currently permitted.

Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas

http://www.tsukuba.ac.jp/en/study-tsukuba/safety

Overseas Safety website by the MOFA https://www.anzen.mofa.go.jp/

- "Business Trip" means traveling to foreign countries by order or a request from the university. If there is financial support from the university, it will also be "Business Trip" for students.

- "Personal Trip" means traveling privately and also includes study abroad and short-term training by private scholarships without any Business Trip procedures of the university.

For Multiple-budget Business Trip

3 - 1	Periods for Each Budget - 1		~ 🗮	
3 - 1	Information for Each Budget - 1			
3 - 2	Periods for Each Budget - 2	Ħ	~ 🗮	
3 - 2	Information for Each Budget - 2			
3 - 3	Periods for Each Budget - 3	=	~ 🗮	
3 - 3	Information for Each Budget - 3			
3 - 4	Periods for Each Budget - 4	=	~ 🗮	
3 - 4	Information for Each Budget - 4			
5	Whether there is the Reduction Adjustment or not. *	OYes ®No		
6	Fellow Traveler			
7	Remarks			

- If "Yes" is selected for "Multiple-budget Business Trip", the input fields of "Periods for Each Budget" and "Information for Each Budget" have been expanded.

If you have different budgets for different periods of time, such as the first half of a Business Trip and the second half of a Business Trip, you can enter the budget name in "Information for Each Budget" and the period (dates) to be paid for each budget in "Period for Each Budget". (If the number of budgets exceeds more than four, the information is listed in the Remarks field.)

If not divided by periods, details are mentioned in the Remarks field, such as "XX yen from A budget, excess from B budget".

- The information on "Main Financial Resources" should be selected in the next "2-3-(4) STEP 4: Itinerary (Travel and Business/Place to Visit)".

If you wish to make a Reduction Adjustment

- "Yes" is selected in "Whether there is the Reduction Adjustment or not." if a reduction of the daily allowance and accommodation expenses are required in cases of a long-term Business Trip, etc. from the stipulated amount. If "Yes" is selected, which items to reduce, and how are mentioned in the Remarks field.

Measures for Job Replacement While You are Absent (Only for Faculty and Staff Members)

are requerson wh	uired to submit a "Contact Form for Overse to will perform the job replacement while y as necessary if you are a member of an o	eas Travel/Overseas Travel Contact' from your affiliated department along with the Business Trip Notification, please enter the information ou are absent. rganization that does not require.
8	Affiliated Department *	Faculty of Humanities and Social Sciences
9	Job Title *	Assistant Professor
10	Name *	SHIHO Manabu
11	Phone Number *	9999
12	Email *	
13	Remarks	For "Introduction to OO", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "OO practical training," it will be given remotely via Zoom.

- If the logged-in Traveler user is a faculty or staff member, "Measures for Job Replacement while You are Absent" is shown. If the information input by the Itinerary Creator is wrong, correct it.

If you are required to submit a "Contact Form for Overseas Travel/Overseas Travel Contact" from your affiliated department along with the Business Trip Notification, enter the information of the person who will perform the job replacement while you are absent.

If your affiliated department does not require you to submit an "Overseas Travel Contact Form/Contact Information for Overseas Travel," just enter "-", etc. as appropriate. (Click the "Copy from the Previous History" button to call up the information you input for your most recent Travel.)

Next Back to Previous Page Save Temporarily Cancel

(2) Confirm and click "Next".

STEP 4 (4/5) Itinerary (Travel and Business/Place to Visit)

Required its	em				С
1	Departure Date *	Ħ			
2	Departure Country *	Japan	~		E
3	Departure City *				e
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *				ii
avel					-
5	Transportation *	OPlane OTrain OBus OTaxi OCar OShip		/	
6	Departure Country *	Japan		/	"
7	Departure City *				
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *				
9	Departure Date (Local Time) *				
12	Arrival Date (Local Time) *	#			
14	Arrival Country * Copy the Departure Country	Japan	- Input		
15	Arrival City *				
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *				
17	Is the Place of Arrival a transit point? *	Oyes ONo			
18	Is the Place of Arrival a place to stay? *	OYes ONo			
		Add Business/Place to Visit Add Travel	l.		
eturn					
5	(Expected) Return Date				
6	Country of Return				
8	Place of Return (Name of Station, Express Bus Terminal, etc.)				

(1) Confirm the Itinerary information for "Travel" and "Businesses/Place to Visits", and correct these if necessary.

Basically, the Itinerary Creator has already entered the information, so the following is the nstruction when you wish to correct these.

- Input and add the information of "Travel" and "Business/Place to Visit" in a way that connects from "Departure" to "Return"



Input "Departure" and the first "Travel"

			« November 2020 » - Click on the Date field to
Departure			Su Mo Tu We Th Fr Sa display the calendar and select a
1	Departure Date *	2020/12/01	1 2 3 4 5 6 7 date.
2	Departure Country *	Japan 🗸	the Place 0 8 9 10 11 12 13 14 (
3	Departure City *	Tsukuba	22 23 24 25 26 27 28
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	29 30 1 2 3 4 5
Travel			
5	Transportation *	OPlane ®Train OBus OTaxi OCar OShip	- If you input the Date, Country, City, etc. in order
6	Departure Country *	Japan	from the top, the information directly above will be
7	Departure City [★]	Tsukuba	shown or copied as the next starting point. (If you change the order, etc., correct it as
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	appropriate.)
9	Departure Date (Local Time) *	2 2020/12/01	
12	Arrival Date (Local Time) * Copy the Departure Date	2020/12/01	
14	Arrival Country * Copy the Departure Country	Japan	
15	Arrival City *	Narita	
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport	
17	Is the Place of Arrival a transit point? *	®yes ONo	 What is a "transit point"? Select "Yes" for airports, stations, etc. where you
18	Is the Place of Arrival a place to stay? *	Oyes ®No	simply transfer.
		Add Business/Place to Visit	Select "Yes" if you stay at a hotel, etc. at your Place of
			Arrival.

The Place of Return is not included in a place to stay.

Add "Travel"



5	Transportation *	OPlane OTrain OBus OTaxi OCar OShip
6	Departure Country *	Japan
7	Departure City *	Narita
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) [★]	Narita International Airport
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) * Copy the Departure Date	H
14	Arrival Country *	
	Copy the Departure Country	
15	Arrival City *	
17	Is the Place of Arrival a transit point? *	Oyes ONo
18	Is the Place of Arrival a place to stay? *	Oves ONo

(1) Click the "Add Travel" button where you wish to insert a "Travel".

- (2) A new "Travel" is added.
- (3) Input the "Travel" information.

- If you wish to delete a "Travel", click the "Delete" button in the upper right corner.

City Name Suggesting Function



- After selecting a Country name, start typing a few letters of the City name and you will see the main city names in that country that start with that spelling. Select the City you wish to Travel to if it is on the list. If it is not on the list, continue to input the City name as it is.

- You can also enter the City name (airport name) in the three-letter code printed on the air ticket, etc.

- The City Name Suggesting Function supports the alphabet only.

- If you choose the name of the city in the alphabet from the choice, when you receive a notification such as a warning about the destination country from "Tabireg" provided by MOFA, you can receive specific information about the city and region as well as information of the entire country.

Add "Business/Place to Visit"

Add Business	/Place to V	isit
Add	Travel	

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	H
21	End Date of Visit *	
22	Place to Visit *	If your Place to Visit is not in options such as the venue of the academic conference, etc., select "No option and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by field work, enter the region, place name, surroundin area, etc.
23	Is the place to visit a partner university? *	OYes ONo OUnknown
24	Business Trip or Personal Trip *	Business Trip OPersonal Trip
25	Main Purpose of Visit *	
26	Business/Name of Program, Course, or Academic Conference to Attend *	
27	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.
		Add Business/Place to Visit

(1) Click the "Add Business/Place to Visit" button where you wish to insert "Business/Place to Visit".

(2) A new "Business/Place to Visit" is added.

- If you wish to delete "Business/Place to Visit", click the "Delete" button in the upper right corner.

9	Country of Place to Visit	Malay	sia			
)	Start Date of Visit *	=	2020/12/02			
1	End Date of Visit *	=	2020/12/04			
22	Place to Visit *	If your Place to Visit is not in options such as the venue of the academic conference, etc., select "No option" and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by field work, enter the region, place name, surrounding area to be				
		No	t in the options	~		
		If ther	e is no option: Kuala Lumpur Congress Cen			
3	Is the place to visit a partner university?*	OYes	®No OUnknown			
ł	Business Trip or Personal Trip *	®Bus	iness Trip OPersonal Trip			
5	Main Purpose of Visit *	Aci	ademic Conference or Symposium (including Workshop)	~		
6	Business/Name of Program, Course, or Academic Conference to Attend *	ABO	C Conference 2020			
7	Main Source of Funding *	Uni	iversity of Tsukuba > Management Expenses Grants, etc.	•		
				\sim		

(3) Input the "Business/Place to Visit" information.

- If the Place to Visit is a partner university of the University of Tsukuba, select from the list of the partner universities in the destination country. (The latest information may not be reflected because of the frequency of updates. Thank you for your understanding.)

- If your Place to Visit is not in the options such as the venue of the academic conference, etc., select "No option" and enter the hotel name or convention center name of the venue. In addition, if you cannot specify the institution or facility to which you are visiting such as by fieldwork, enter the region, place name, surrounding area, etc.

- For "Business Trip or Personal Trip" and "Main Source of Funding," the choice selected in "2-4-(3) STEP 3: Information of Entire Trip" is shown. Correct if it is partially different depending on "Business/Place to Visit".

	Transportation ^	OPlane ®Train OBus OTaxi OCar OShip	
6	Departure Country *	Japan	
7	Departure City [★]	Narita : NRT	
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Narita International Airport	
9	Departure Date (Local Time) *	a 2020/12/06	
12	Arrival Date (Local Time) * Copy the Departure Date	2020/12/06	
14	Arrival Country *	Japan	
15	Arrival City *	Тзикиbа	
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen	
17	Is the Place of Arrival a transit point? *	CYes ®No	
18	Is the Place of Arrival a place to stay? *	CYes ®No	
Return		Add Business/Place to Visit Add Travel	/
5	(Expected) Return Date	2020/12/06	
6	Country of Return	Japan	
7	City of Return	Tsukuba	
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen	

- On the Date, Country, City name, etc. of the "Return", the arrival information of the "Travel" directly above appears automatically.

(3) Confirm all information until "Return" or click the "Confirm" button when you have finished inputting information.

EP5	(5/5) Confirmation	
plica	tion Type	
1	Application Type	Overseas Business Trip
1	Name	1000 M
2	Last Name (Japanese)	
3	First Name (Japanese)	
4	Middle Name (Japanese)	
5	Last Name (Alphabet)	Tsukuba
6	First Name (Alphabet)	Taro
7	Middle Name (Alphabet)	
8	Affiliation	Faculty of Humanities and Social Sciences
9	Job Title	Professor
10	Employee ID No.	

STEP 5 (5/5) Confirmation and Registration

Place of Departure (Name of Express Bus Terminal, etc.) 55 Departure Date (Local Time 2020-12-06 56 Arrival Date (Local Time) 2020-12-06 57 Japan Tsukuba 58 59 Kenkyuga Place of Arrival (Name of Station, Expr Bus Terminal, etc.) 60 Is the Place of Arrival a transit point? No 61 Is the Place of Arrival a place to stay? No Return 62 2020-12-0 (Expected) Return Date 63 Country of Return Japan 64 City of Return Tsukuba Place of Return (Name of Station, Express 65

(1) The contents you have confirmed and corrected in STEP 2 to STEP 4 are shown, then make the final confirmation.

- If you wish to correct it, you can return by clicking the "Back to Previous Page" button.

- Click "Save Temporarily" to save with the "In Progress" status without registering it. - The temporarily saved Itinerary information is shown on the "Application History" screen, you may click the "Next" button to continue entering.

"Itinerary Succession" has not been completed in the status of "Save Temporarily". Don't forget to proceed to click the "Register" button later.

- Be aware that if you click "Cancel", the application will be canceled and all information input will be deleted.

(2) If it is fine, click the "Register" button.

Notification to Itinerary Creators

TRIP <no-reply@trip.sec.tsukuba.ac.jp> [海外渡航TRIP] 日程表の引継ぎ完了 Itinerary Succession Completed</no-reply@trip.sec.tsukuba.ac.jp>
このメールは筑波大学「海外渡航システム(TRIP)」から自動送信されています。
あなたが日程表作成者として作成した マレーシア への渡航にかかる日程表の引継ぎが受領されました。 海外渡航システムにログインして確認してください。 https://trip.sec.tsukuba.ac.jp/
※渡航者が編集を行う場合があります。
This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.
Succession of the itinerary you created as the Itinerary Creator for the trip to Malaysia by the traveler was accepted. Please log in to the TRIP system and take the procedure. https://trip.sec.tsukuba.ac.jp/
* The traveler may modify the itinerary.
https://trip.sec.tsukuba.ac.jp

(3) When the Traveler user clicks the "Register" button in STEP 5, the TRIP system will automatically send an email notification to the Itinerary Creator stating that "Itinerary Succession" has been "Accepted".

2-4-(10) Export Control (if entered by the Traveler)



(1) If Export Control is succeeded from the Itinerary Creator, after inputting the Itinerary information, you will be redirected to the registration screen of the Export Control Reference No.

In the case of the trip of faculty or staff members, the Traveler him/herself, the representative or the person in charge of the trip, etc. must obtain it separately on "Export Control System (TExCO)". If Export Control is required for a student's trip, the representative or the faculty or staff member in charge of the trip must obtain a Reference No.

Export Control System (TExCO) URL:

https://texco.sec.tsukuba.ac.jp/

This screen is not shown if the Itinerary Creator has already entered an Export Control Reference No.
This screen is not shown in the case that the Status is "Exempt from Export Control" for some purposes of a student's trip.

 \rightarrow Proceed to "2-4-(11) Output of Itinerary Form"

Register Reference No.		
Before the creation of this itinerary, etc., did you f travel of TExCO separately? $\stackrel{\bigstar}{}$	inish the export control of the accompanying goods and/or the technology to be provided by using the export control for	overseas
All the export control applications for accompanystem. O 2) Export control applications for accompanying g xystem. However, some export control application 3) Export control procedures have not been tak (4) Not sure.	nying goods or transferring technology have been already completed by "Export control procedures for overseas trips", loods or transferring technology have been already completed partially by "Export control procedures for overseas trips is to be completed still remain. en yet.	(2) Select the current status of the Export Control Procedures.
	TExCO ^{R波大学种出版要システム} Dersy of leake layer(conclyper) 海外出張申請者用 You can lake expert control procedures here.	
Reference No. 1		
Reference No. 2		
Reference No. 3		
Reference No. 4		
Reference No. 5		(2) Innut a valid Deference Na perwined on the
Reference No. 6		(3) Input a valid Reference No. acquired on the
Reference No. 7		Export control system (TExco).
Reference No. 8		- If there are multiple Reference Nos. associated with
Reference No. 9		one trip, such as when there are separate shipping,
Reference No. 10		you can enter a maximum of 10 numbers.
	Next Cancel	(4) Click "Next".

Register Referer	ice No.
Before the creation of this i travel of TExCO separately	Interary, etc., did you finish the export control of the accompanying goods and/or the technology to be provided by using the export control for overseas γ^{+}
1) All the export control app system.	slications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO
Reference No. 1	
Reference No. 2	
Reference No. 3	
Reference No. 4	
Reference No. 5	
Reference No. 6	
Reference No. 7	
Reference No. 8	
Reference No. 9	
Reference No. 10	

(5) The confirmation screen is shown. If it is fine, click the "Register" button.

		н	ome New Applica	ion Application History	Account Management	Proxy Manage	ement Logo
			Degistrati	on completed			
			Regisirati	on completeu.			
plication Hist	ory						
Filtering Criteria						New Appl	ication Exp
Filtering Criteria						New Appl	ication Exp
Filtering Criteria ering Results	n details, click on "Detai	ls" button.				New Appl	ication Exp
Filtering Criteria ering Results owse the past application Application No.	n details, click on "Detai Traveler's Name	is" button. Destination	Period of Trip	Traveler's Type/Subjec Place of Submission/(h	t of the Itinerary/ tinerary Creator)	New Appl Status Last Updated Date	Operation Exp
Filtering Criteria ering Results owse the past application Application No.	Traveler's Name	is' button. Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12-06	Traveler's Type/Subjec Place of Submission(In Oneself / Facu / Academic Service Offic	t of the Itinerary/ tinerary Creator) Ity/Staff ce for	New Appl Status Last Updated Date Completed	Operation Exp Operation

(6) You will be redirected to the "Application History" screen.

The message "Registration Completed" is shown. If the "Status" of the application is "Completed", now all the process is finished.

 \rightarrow Continue to "2-4-(11) Output of Itinerary Form"

- If Export Control has not been completed and the "Status" is still "Export Control Required", after acquiring a Reference No. on the Export Control System (TExCO), then click the "Export Control" button in the "Operation" column, open the "Register Reference No." screen and register it.

2-4-(11) Output of Itinerary Form

			tome Ne	w Application	Application History	Account Management	Proxy Mana	igement Logo
oplication Hist	ory							
Filtering Criteria							New Ap	pplication Exp
ering Results	n details, click on "Detail	s* button.						
Application No.	Traveler's Name	Destination	Period o	f Trip 1	raveler's Type/Subject Place of Submission/(It	of the Itinerary/ inerary Creator)	Status Last Updated Date	Operation
Delete	TRAVELLER Jiro	Malaysia	2020-12- 2020-13	-01 ∼ 2-06	Oneself / Facul Academic Service Offic	ty/Staff e for	Completed	Details
Duplicate Application					/ (TSUKUBA	Taro)	(Export Control Print Out Itineral
		/						

When you create an Itinerary by selecting "Other User(s)", the name of the user who actually travels shows in the "Traveler's Name" field of the "Application History" screen, shown in parentheses in the "Traveler's Type/Subject of the Itinerary/Place of Submission/(Itinerary Creator)" field.

<u>Once "Itinerary Succession" is completed, both</u> <u>the Traveler(s) and the Itinerary Creator become</u> <u>able to output the Itinerary Form (PDF).</u>

(1) On the "Application History" screen, click the "Print Out Itinerary" button in the "Operation" column of the application for which you wish to output an Itinerary Form (PDF).

"Itinerary" Form

 (金) TRIP 所属/AtElution: 氏名パama: 職名・身分パab Tule; 職名・学習篇号・学習篇号・ 	数字 数字 数字 数字 数 数 数 の の ス ア ム の の の の の の の の の の の の の	日 12.68 Jake Professor	程 表 Itinerary	Ē.	【海外通続システム出力拝示】 Preced one by TRU Starr 状態のStatuo [第 7 申請号号のJacodano No. :	k	 (2) The prescribed "Itinerary" Form is output in PDF by the TRIP system. Print and attach it to a Business Trip Notification, an Application for Studying Abroad, etc. The Name, etc. of the Traveler will be printed.
年月日	国名	発着地名	訪問先	滞在日婁	用務		- If the "Status" is other than "完了(Completed)" or "輸出管理対象外
Dates	Country	Departure & Arrival	Place to Visit	No. of Days	i Basiness		(Exempt from Export Control)", there are still necessary procedures for
2020-12-01	Japan	Tsukuba 発		1	Train		the Itinerary to be attached to a Business Trin Notification an
2020-12-01		Narita : NRT 着			経由地		
2020-12-01	Japan	Narita : NRT 発	(MH089 10:20)		Plane		Application for Studying Abroad, etc. Be sure to make the Status "完了
2020-12-01	malaysia	KUL着	(10.40)				(Completed)" before attaching it.
2020-12-02			Kuala Lumpur Congress Center	3	ABC Conference 2020		
2020-12-05	Malaysia	Kuala Lumpur : KUL 発	(MH88 23:30)	1	Plane		
2020-12-06	Japan	Narita : NRT 着	(07:40)	1	経由地		
2020-12-06	Japan	Narita : NRT 発			Train		
						_	The name, etc. of the Itinerary Creator will be printed.
備考/Remarks 輸出管理リファレンス	番号 / Export Contro	日程表作成者/lineraryC Reference No.:	Treator: (Faculty of Humanilies a	and Social Science		<i>←</i>	 If you read the QR code with your smartphone camera or a QR code reader, you can access the TRIP system application directly (Login is required). This is
※旅費支給を必要と ※航空機を利用する	とする交通費等(用移 5際に深夜便(午前0	5先への移動に鉄道等 時以降)を利用する場	を利用する場合)は支払 合は、出張期間に注意す Page 1/2	ムいの確認でき すること。	る書類を保管しておくこと。		useful when you need to edit it.

"Overseas Travel Contact" Form (Only for Faculty and Staff Members)

	学	【機密性3、出張事務關係者即
	Control of the second	海外渡航連絡先 Overseas Travel Contact
	所属名 Affiliation	Faculty of Humanities and Social Sciences
	氏名 Name	SHIHO Manabu TEL 9999
↑ 住 中 の 職 務 補 充 等 の 措 置 Measures for Job Replacement while You are Absent	備考 Remarks	For "Introduction to OO", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "OO practical training," it will be given remotely via Zoom.
	住所 Address	つくば市春日1-2
渡航後の国内連絡先	TEL	9999
及び本人との関係 Concact Person in Japan and Palarianship with Templer	氏名 Name	テスト花子
	渡航者との関係 Relationship with	配偶者

(3) The "Overseas Travel Contact" Form will be output following the Itinerary Form if the following conditions are met. Submit along with the Business Trip Notification, if your affiliated department requires to attach an "Overseas Travel Contact Form/Overseas Travel Contact" with it.

Output Conditions:

- The Traveler user is a faculty or staff member.
- The Traveler user has selected "Yes" in the "Necessity of Submission of the 'Contact Form for Overseas Travel/Overseas Travel Contact'" section of the Account Information.
- You have logged in as the Traveler yourself, the Proxy user with authority granted by the Traveler, or the Authorized User.

- In the "Overseas Travel Contact" Form, the "Contact Information in Japan" that the Traveler user has registered in the Account Information and the "Measures for Job Replacement while You are Absent" entered in STEP 3 (Information of Entire Trip) at the time of trip application will be printed.

3. Safety Confirmation Function

3-1. Response to Confirmation of Safety

In the event of a disaster, accident, or terrorism overseas, Global Commons may confirm the safety of faculty, staff and students traveling to the area through the TRIP system.

If you receive an email similar to the following, take immediate action to let us know your safety.

In case there is no problem with the current situation

TRIP <no-reply@trip.sec.tsukuba.ac.jp> I安本確認/Safety confirmation1安本確認ティト車案</no-reply@trip.sec.tsukuba.ac.jp>	(1) Click the URL below of "I am currently in a safe place and there is no danger." written in he Confirmation of Safety Email received from he TRIP system.
Please click the URL below and let us know your current status, as soon as you receive this email. We would like to confirm your safety as soon as possible. I an currently in a safe place and there is no danger. => https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_safe/ I an currently in danger and I need support. => https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_ng/ [Notes] Just clicking on this URL does not mean that you can get immediate support. You should contact your overseas embassy or OSSMA immediately if you need to request assistance. OSSMA office of Emergency Assistance Japan Co. Ltd. TEL: =-mail: We site: https://emergency.co.jp/english/ Please check the information from the Ministry of Foreign Affairs and the embassy, and be careful about security during your stay. Ministry of Eoreign Affairs of lensn	
安吉確認を送信しました。必要専項がおれば、大学への違純申項側に記入ください、The safety confirmation sent Enter necessary information in the Message to the University if necessary. 大学への連絡申頃(現在進行や混然日程数大、申前に提出した内容と異なる集合をこのフォームからお知らせください、) Message to the University (Inform us through this form in the case that your place of stay, Itinerary, etc. is different from the contents you submitted in advance.	 (2) The browser opens and shows that the Confirmation of Safety has been sent (there is no need to log in.) At the time you click on the URL, it has already been sent to the TRIP system that you are safe. If you do not have any particular matters to contact the university about, just close your browser.
安音雑怒を送信しました。必要事項があれば、大字への違振専項側に記入ください。The safety confirmation sent. Enter necessary information in the Message to the University if necessary. 大学への連絡事項(海在場所や満航日編等が、事前に提出した内容と異なる場合もこのフォームからお知らせください。) Message to the University (Inform us through this form in the case that your place of stay, Itimerary, etc. is different from the contents you submitted in advance. I am safe at this moment. Thank you.	(3) If there are any matters to contact the university about, add it to the "Message to the University" field, and click the "Submit" button.
更新が完了しました。 Update completed.	(4) Close the browser when the message "Update completed " appears.

In case there is a problem with the current situation



(1) Click the URL below of "I am currently in danger and I need support." written in the Confirmation of Safety Email received from the TRIP system.

	安容確認を送信しました。必要事項があれば、大学への連結事項側に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary.	
大学への連絡事項(滞在場) Message to the University	所や激励日程時が、事前に提出した内容と異なる場合もこのフォームからお知らせください。) / (Inform us through this form in the case that your place of stay, itinerary, etc. Is different from the contents you submitted in advance.	
		,
	送信/Submit	

(2) The browser opens and shows that the Confirmation of Safety has been sent (there is no need to log in.)

- At the time you click on the URL, it has already been sent to the TRIP system that you have a problem.

(3) If there is a problem, add the current situation in detail in the "Message to the University" field, and click the "Submit" button.

(4) Close the browser when the message "Update completed " appears.



更新が完了しました。 Update completed.

3-2. Update of Current Situation of Safety

Once you report your safety to the university, you can update your safety status if the situation changes.

TRIP <no-reply@trip.sec.tsukuba.ac.jp></no-reply@trip.sec.tsukuba.ac.jp>	(1) Click the URL written in the Confirmation of Safety Email received from the TRIP system that is appropriate for the updated status. "I am
We are confirming safety of travellers. Please click the URL below and let us know your current status, as soon as you receive this email. We would like to confirm your	or "I am currently in danger and I need support".
safety as soon as possible.	
I am currently in a safe place and there is no danger. => https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_safe/	When updating as "There is no problem"
I am currently in danger and I need support. => https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_ng/	When updating as "There is a problem"
[Notes] Just clicking on this URL does not mean that you can get immediate support. You should contact your overseas embassy or OSSMA immediately if you need to request assistance. OSSMA office of Emergency Assistance Japan Co. Ltd.	
E-mail: Web site: https://emergency.co.jp/english/	
Please check the information from the Ministry of Foreign Affairs and the embassy, and be careful about security during your stay.	
Ministry of Foreign Affairs of Japan http://www.anzen.mofa.go.jp/	
Contact: Overseas Safety Management, Global Commons	
	I
安臣確認を送信しました。必要申項があれば、大学への連賠事項線に記入ください, The safety confirmation sent. Enter necessary information in the Message to the University if necessary.	(2) The browser opens and shows that the Confirmation of Safety has been sent (there is
大学への連絡争項 (滞在場所や選続日程等が、車前に提出した内容と契ねる場合もこのフォームからお知らせください。) Message to the University (Inform us through this form in the case that your place of stay, ilinerary, etc. is different from the contents you submitted in advance.	no need to log in.)
The area I'm in has also been flooded. I' I evacuate following the instructions of the embassy.	- The contents are shown if you posted in the previous "Message to the University".
送信/Submit	
安否確認を送信しました。必要専項があれば、大学への連倍専項側に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary.	(3) Update the contents of the "Message to the University" according to the current situation, and click the "Submit" button
大学への連絡事項(滞在場所や凛然日程等が、事前に提出した内容と異なる場合もこのフォームからお知らせください。) Message to the University (Inform us through this form in the case that your place of stay, itinerary, etc. is different from the contents you submitted in advance.	
I evacualed to a safe place. Thank you for your concern.	
送您//Submit	
更新が完了しました。 Update completed.	(4) Close the browser when the message "Update completed " appears.

4. Other Functions

4-1. Filtering Search of Application Histories



(1) Click "Application History" in the menu button shown at the top.

- Only the Itinerary applications created as your own trip or other users' trips that you created as their Itinerary Creator are shown in "Application History".

(P)TR	り 筑波大学 海外渡航システム	4					(2) Click " Filtering Criteri
		Home	New Application	Application History Account N	anagement Proxy	lanagement Logout	_
			_				
Application Histo	ory						
Filtering Criteria	<				Ne	w Application Export	
Filtering Results							
To browse the past application	n details, click on "Details" buttor	n.					
Application No.	Traveler's Name	Destination	Period of Trip	Traveler's Type/Subject of the Itinerary/	e Status Last Updated	Operation	
				Place of Submission/(Itinerar Creator)	y Date		
		Malaysia	2020-12-01	Oneself / Faculty/Staff	Completed	Details	
Delete			~ 2020-12- 06	/ Academic Service Office for		Export Control	
Duplicate Application				/()		2.10.1	
						Print Out itinerary	
		Malaysia	2020-12-01	Oneself / Faculty/Staff	Completed	Details	
Delete			06	Academic Service Office for		Export Control	
Duplicate Application				1()		Print Out Itinerary	
						- Int out functory	
				Onepall / Facultu/Staff	In Dronrase		

, intering entering								
pplication No.			A	cademic Year of Appl	ication			
raveler's Name					Contains	~		
tudent ID No. or Employ	ee ID No.		Is	the Traveler a facult	/staff or a student?			~
filiation					Contains	~		
ays of Stay and Destina	ion Country					~		
estination Country				~				
eparture Date					~			
eturn Date					~			
ace to Visit								
usiness/Name of Progra cademic Conference to /	m, Course, or Attend							
ain Source of Funding				~				
ain Purpose of Visit				~				
nerary Creator			F	ellow Traveler				
usiness Trip or Personal	Trip		~ R	leference No. of Expo	rt Control			
ace of Submission				~				
efine your search R	You can : •	search for application da	ata by filtering the o	riteria.			10 0	ases
Application No.	n details, click on "Details" butt	on. Destination	Period of	Traveler's Typ	e/Subject of the	Status	Operatio	on

(3) "Filtering Criteria", "Refine your search","Reset Criteria" button, pull-down of the number to be shown on one screen will expand.

pplication No.		Academic Year of A	pplication	2020	
'raveler's Name			Contains	~	
tudent ID No. or Employee ID No.		Is the Traveler a fac	ulty/staff or a student?	Student	
ffiliation			Contains	~	
ays of Stay and Destination Country	2020/11/02	Kazakhstan		~	
estination Country		~		'	
eparture Date			~		
teturn Date			~		
Nace to Visit					
lusiness/Name of Program, Course, or academic Conference to Attend					
fain Source of Funding		~			
fain Purpose of Visit		~			
inerary Creator		Fellow Traveler			
usiness Trip or Personal Trip		Reference No. of E	kport Control		
lace of Submission		~			

(4) Input "Filtering Criteria" and click the "Refine your search" button.

- This example extracts Itinerary applications created in "AY 2020" of students who were in "Kazakhstan" on "November 2, 2020".

Filtering Criteria									New Application	Exp
Application No.					Academic Year of App	lication		2020		
Traveler's Name						Contain	s		~	
Student ID No. or Employ	yee ID No.				Is the Traveler a facult	y/staff or a s	tudent?	Student		
Affiliation						Contain	s		~	
Days of Stay and Destina	ation Country 2	020/11/02			Kazakhstan				~	
Destination Country					~					
Departure Date						~				
Return Date						~				
Place to Visit										
Business/Name of Progra Academic Conference to	am, Course, or Attend									
Main Source of Funding					~					
Main Purpose of Visit					~					
Itinerary Creator					Fellow Traveler					
Business Trip or Persona	al Trip		```	-	Reference No. of Export Control					
Place of Submission					~					
Refine your search F	Reset Criteria	u can search for appl	ication data by filterin	ig the	e criteria.				10	cases
tering Results	n details, click on "Details"	' button.								
tering Results browse the past application Application No.	n details, click on "Details" Traveler's Name	button.	Period of Trip	Tr. Pl	raveler's Type/Subject lace of Submission/(II	of the Itine	rary/ ator)	Status Last Updated Date	Operatio	m
tering Results prowse the past application Application No.	n details, click on "Details" Traveler's Name	[•] button. Destination Kazakhstan	Period of Trip 2020-11-02 ~ 2020-11-05	Tr Pl	raveler's Type/Subject lace of Submission/(It Oneself / Stt Academic Service Offic	: of the Itine: inerary Crea ident ie	rary/ ator)	Status Last Updated Date Exempt from Export Control	Operatio	n
tering Results browse the past application Application No. Delete Duplicate Application	n details, click on "Details Traveler's Name	^b utton. Destination Kazakhstan	Period of Trip 2020-11-02 ~ 2020-11-05	Tr PI	raveler's Type/Subject lace of Submission/(It Oneseif / St Academic Service Offic / (of the Itine inerary Crea ident ie)	rary/ ator)	Status Last Updated Date Exempt from Export Control	Operation Details Itinerary Succ Print Out Itin	essio erary
tering Results browse the past application Application No. Delete Duplicate Application	n detalis, dick on "Detalis Traveler's Name	button. Destination Kazakhstan Kazakhstan	Period of Trip 2020-11-02 ~ 2020-11-05 2020-11-05 2020-11-05	Tr. PI ///	raveler's Type/Subject lace of Submission(th Academic Service Offic / (Oneself / St Codemic Service Office	of the Itine inerary Crea ident ie) udent	rary/ ator)	Status Last Updated Date Exempt from Export Control Exempt from Export Control	Operation Details Itinerary Succ Print Out Itin Details	essio erary

(5) The Itinerary applications that match the "Filtering Criteria" are shown.

4-2. Delete an Itinerary



(1) Click "Application History" in the menu button shown at the top.

		Home	New Application	Application History	Account Managemen	et Brown M	anagement Log
		Home	New Application	Application History	Account Managemen	PIOXY M	lanagement Log
plication Histo	ry						
iltering Criteria						Nev	Application E
ring Results							
wse the past application	details, click on "Details" but	on.					
Application No.	Traveler's Name	Destination	Period of	Traveler's Type/S	ubject of the	Status	Operation
			Inp	Itinera Place of Submiss	ry/ La	ast Updated	
			Inp	Itinera Place of Submiss Creato	ry/ La bion/(Itinerary br)	ast Updated Date	
		Malaysia	2020-12-01	Itinera Place of Submiss Creato Oneself / Fac	ry/ La kion/(Itinerary pr) ulty/Staff	Date Completed	Details
Delete		Malaysia	2020-12-01 ~ 2020-12-	Itinera Place of Submiss Creato Oneself / Fac / Academic Service	ry/ La ion/(Itinerary or) ulty/Staff e Office for	ast Updated Date Completed	Details
Delete		Malaysia	2020-12-01 ~ 2020-12- 06	Itinera Place of Submiss Creato Oneself / Fac / Academic Service	ry/ La ion/(Itinerary r) ulty/Staff o e Office for	ast Updated Date Completed	Details Export Control
Delete uplicate Application		Malaysia	2020-12-01 ~ 2020-12- 06	Itinera Place of Submiss Creato Oneself / Fac / Academic Service / (ry/ La ion/(Itinerary rr) ulty/Staff c office for)	ast Updated Date Completed	Details Export Control Print Out Itinera
Delete uplicate Application		Malaysia	2020-12-01 ~ 2020-12- 06	Itinera Place of Submiss Creato Oneself / Fac / Academic Service / (ry/ La ion/(Itinerary r) e) Office for)	ast Updated Date	Details Export Control Print Out Itinera
Delete uplicate Application		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01	ltinera Place of Submiss Create Oneself / Fac / (Oneself / Fac	ry/ La ion/(Itinerary r) ulty/Staff) ulty/Staff	ast Updated Date	Details Export Control Print Out Itinera Details
Delete uplicate Application		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01 ~ 2020-12-01 ~ 2020-12-01 ~ 06	ltinera Place of Submiss Create Oneself / Fac / (Oneself / Fac / Academic Service	ry/ La ion/(Itinerary v) o Utly/Staff 0 0 Office for 0 0 Utly/Staff 0 0 Office for 0	ast Updated Date	Details Export Control Print Out Itinera Details
Delete uplicate Application Delete		Malaysia Malaysia	2020-12-01 ~ 2020-12-01 06 2020-12-01 ~ 2020-12-01 ~ 2020-12-06	Itinera Place of Submiss Create Oneself / Fac / Academic Service / (Oneself / Fac / Academic Service	ry/ La ion/[tinerary rr])) ulty/Staff) o Office for o Office for	Completed Completed	Details Export Control Print Out Itinera Details Export Control
Delete uplicate Application Delete uplicate Application		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01 ~ 2020-12-01 ~ 2020-12- 06	Itinera Place of Submiss Create Oneself / Fac / Academic Service / (/ Academic Service / (yr) La ion(Itinerary br) yr) Diffice for) Ulty/Staff) Office for)	Completed Completed	Details Export Control Print Out Itinera Details Export Control Print Out Itinera

(2) Application History is shown.

- Only the Itinerary applications created as your own trip or other users' trips that you created as their Itinerary Creator are shown in "Application History".

Delete Duplicate Application	Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11- 01	Oneself / Student / Academic Service Office for / ()	Completed	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11- 01	Oneself / Student / Academic Service Office for / ()	Completed	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	Guam (United States)	2020-10-27 ~ 2020-11- 01	Oneself / Student / Academic Service Office for / ()	Exempt from Export Control	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	Kazakhstan	2020-11-02 ~ 2020-11- 05	Oneself / Student / Academic Service Office for / ()	Exempt from Export Control	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	Kazakhstan	2020-11-02 ~ 2020-11- 05	Oneself / Student / Academic Service Office for / ()	Exempt from Export Control	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	South Korea	2020-11-02 ~ 2020-11- 05	Oneself / Student / Academic Service Office for / ()	Completed	Details Itinerary Succession Print Out Itinerary
Delete Duplicate Application	South Korea	2020-11-02 ~ 2020-11- 05	Oneself / Student / Academic Service Office for / ()	Completed	Details Itinerary Succession Print Out Itinerary

(3) Click the "Delete" button in the "Application No." column of the Itinerary application that you wish to delete.



Home New Application Application History Account Management Proxy Management I Deletion completed.		海外渡航システ							
Deletion completed. Deletion completed. Deletion completed. New Application Filtering Criteria New Application Deletion completed. New Application Deletion completed. New Application Deletion completed. New Application Deletion completed. New Application Application No. Taveler's Name Destination Period of Trip Taveler's Type/Subject of the Data's Duton. Delete Destination Period of Trip Taveler's Type/Subject of the Data's Duton. Sate Data application No. Taveler's Name Destination Completed Data Operation Delete Duplication No. Taveler's Name Destination Completed Data Operation Duplication No. Taveler's Name Destination Completed Data Operation			Home	New Application	Application History	Account Manag	ement Proxy N	Management	Logo
Splication History New Application Filtering Criteria New Application Terring Results application No. Taveler's Name Destination Priod of Trip Traveler's Type/Subject of the timerary/ Status Operation Delate Delate Operation Delate Operation Completed Operation Delate Delate Operation Delate Operation Completed Delate Delate Operation Completed Delate Delate Operation Completed Delate Delate Operation Completed Delate Delate Operation Delate Operation Completed Delate Delate <th< th=""><th></th><th></th><th></th><th>Deletion comp</th><th>oleted.</th><th></th><th></th><th></th><th></th></th<>				Deletion comp	oleted.				
New Application New Application Pair of the state sta	oplication Histo	ory							
Desting Results Desting Results Traveler's Name Destination Parce of Submission (literary/ Place of Submission (literary/ Place of Submission (literary/ Place of Submission (literary)/ Place of Submission (literary)/	Filtering Criteria						Ner	w Application	Exp
Application No. Traveler's Name Destination Period of Trip Traveler's Type/Subject of the biblicate Application Status Last Updated Date Operation Delete Malaysia 2020-12-01 ~ 2020-12-01 Onself / Faculty/Staff / Academic Service Office for Completed Delete Duplicate Application Malaysia 2020-12-01 ~ 2020-12-01 Onself / Faculty/Staff / (ering Results								
Delete Malaysia 2020-12-01 ~ 2020-12-01 Oneself / Faculty/Staff / Academic Service Office for /(rowse the past application	i details, click on "Details" butt	on.						
Malaysia 2020-12-01 06 Oneself / Faculty/Staff Completed Delete 06 / () Details Delete 06 / () Export Cont	rowse the past application Application No.	details, click on "Details" butt	on. Destination	Period of Trip	Traveler's Type/Su Itinerary Place of Submissio Creator	bject of the / on/(Itinerary)	Status Last Updated Date	Opera	tion
Malaysia 2020-12-01 ~ 2020-12-00 Oneself / Faculty/Staff / Academic Service Office for Completed Details Delete 06 / () Export Cont Duplicate Application / () Prior for the	Application No.	detalis, dick on "Detalis" butt	on. Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12- 06	Traveler's Type/Su Itinerary Place of Submissic Creator Oneself / Facu / Academic Service	bject of the ' pn/(ltinerary) Ity/Staff Office for	Status Last Updated Date Completed	Opera Deta	tion
U00 Export Cont Duplicate Application // () Prior Cont His	Application No. Delete Duplicate Application	detalis, dick on "Detalis" butt	on. Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12- 06	Traveler's Type/Su Itineary Place of Submissis Creator Oneself / Facu / Academic Service / (bject of the 'I'' nul(tinerary) tty/Staff Office for)	Status Last Updated Date Completed	Opera Deta Export C Print Out I	tion ils ontrol tinerary
	owse the past application No. Delete Delete Delete	detalis, dick on "Detalis" butt	OP. Destination Malaysia Malaysia	Period of Trip 2020-12-01 ~ 2020-12-01 06 2020-12-01 ~ 2020-12-01 ~ 2020-12-01	Traveler's Type/Su tinerary Place of Submissis Creator Oneself / Facu / Academic Service / (Oneself / Facu / Academic Service	bject of the '/ pn/(Itinerary) ty/Staff) ty/Staff Office for	Status Last Updated Date Completed	Opera Deta Export C Print Out I Deta	tion ils ontrol tinerary ils

(4) The confirmation dialog appears. If it is fine, click "OK".

(5) The Itinerary application was deleted.

4-3. Edit an Itinerary

(②)「下下下」 海外渡航システム 海外波航システム						
	Home	New Application	Application History	Account Management	Proxy Management	Logout

(1) Click "Application History" in the menu button shown at the top.

		Home	New Application	Application History	Account Manag	ement Proxy M	lanagement	Logo
plication Histo	ory							
iltering Criteria						Nev	v Application	Ex
ring Results								
owse the past application	details, click on "Details" butte	on.						
Application No.	Traveler's Name	Destination	Period of	Traveler's Type/S	ubject of the	Status	Operat	ion
			Trip	Itinera	ry/	Last Updated		
				Create	aon/(runerary	Date		
					,			
		Malaysia	2020-12-01	Oneself / Fac	ulty/Staff	Completed	Detai	Is
Delete		Malaysia	2020-12-01 ~ 2020-12- 06	Oneself / Fac / Academic Service	ulty/Staff e Office for	Completed	Detai	Is
Delete		Malaysia	2020-12-01 ~ 2020-12- 06	Oneself / Fac / Academic Service	ulty/Staff e Office for	Completed	Detai Export Co	is ontrol
Delete uplicate Application		Malaysia	2020-12-01 ~ 2020-12- 06	Oneself / Fac / Academic Service / (ulty/Staff Office for	Completed	Detai Export Ce Print Out It	is ontrol
Delete uplicate Application		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01	Oneself / Fac / Academic Service / (Oneself / Fac	ulty/Staff e Office for) ulty/Staff	Completed	Detai Export Cr Print Out It Detai	inerar
Delete uplicate Application		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01 ~ 2020-12-01 ~ 2020-12-01	Oneself / Fac / Academic Service / (Oneself / Fac / Academic Service	ulty/Staff 9 Office for) ulty/Staff e Office for	Completed	Detail Export C4 Print Out It Detail	inerar
Delete uplicate Application Delete		Malaysia Malaysia	2020-12-01 ~ 2020-12- 06 2020-12-01 ~ 2020-12-01 06	Oneself / Fac / Academic Service / (Oneself / Fac / Academic Service	ulty/Staff e Office for) ulty/Staff e Office for	Completed	Detai Export C4 Print Out It Detai	inerar ls ontrol

(2) Application History is shown.

- Only the Itinerary applications created as your own trip or other users' trips that you created as their Itinerary Creator are shown in "Application History".

(3) Click the "Details" button in the "Operation" column of the Itinerary application that you wish to edit.



There are three "Edit" buttons.

To edit the information input in "STEP 2 (2/5) Confirmation of Traveler's Information", "STEP 3 (3/5) Information of Entire Trip" or "STEP 4 (4/5) Itinerary (Travel and Business/Place to Visit)", click the "Edit" button to the right of each step title.

- In this example, information is being added in the "Remarks" field of "Information of Entire Trip". Click the "Edit" button to the right of "Information of Entire Trip".

1	Application Type	Overseas Business Trip
2	Traveler's Type	Oneself
ravele	r's Information Edit	
/	\sim	
forma	ation of Entire Trip Edit	
1	Confirmation of Safety Information of Destination	Yes
2	Business Trip or Personal Trip	Business Trip
2	Business Trip or Personal Trip	Business Trip
2 inerar	Pusiness Trip or Personal Trip	Business Trip
2 inerar, eparture	Pusiness Trip or Personal Trip	Business Trip CC to Visit Edit
2 inerar eparture 1 2	Business Trip or Personal Trip y (Travel and Business/Pla a Departure Date Departure Country	Business Trip Ce to Visit Eco 2020-12-01 Japan
2 inerar eparture 1 2 3		Business Trip Ce to Visit Ear 2020-12-01 Japan 그 <id< td=""></id<>
2 inerar eparture 1 2 3 4		Business Trip Ce to Visit Edit 2020-12-01 3-pan < <ば 研究審
2 inerar eparture 1 2 3 4 xavel 1	Business Trip or Personal Trip y (Travel and Business/Pla Departure Date Departure Country Departure Country Departure of Station, Express Bus Terminal, etc.)	Business Trip Ce to Visit Ear 2020-12-01 Japan つくば 研究変資
2 inerar eparture 1 2 3 4 4 xavel 1 5	Business Trip or Personal Trip y (Travel and Business/Pla Departure Date Departure Contry Departure City Place of Departure (Iame of Station, Express Bus Terminal, etc.) Transportation	Business Trip Ce to Visit Em 2023-12-01 Japan つくば 研究審査
2 inerar eparture 1 2 3 4 4 xavel 1 5 6	Business Trip of Personal Trip V V Travel and Business/Pla Departure Cantry Departure Country Place of Departure (Name of Station, Econtry) Place of Departure (Name of Station, Econtry) Departure Station Provide Business (Place) Transportation Departure Country	Business Trip Ce to Visit End 2020-12-01 4040m つくば 研究圏 Train Japan
2 inerar eparture 1 2 3 4 4 ravel 1 5 6 7	Business Trip or Personal Trip V V Travel and Business/Plane Departure Date Departure Country Departure City Place of Departure (Name of Station, Express Bus Terminal, etc.) Transportation Departure City Departure Country Departure Country Departure City	Business Trip C UVisit 2020-12-01 Japan Tala Japan

64

STEP3	(3/5) Information of Entire T	rip	(5) The edit screen (input screen) is shown.
* Required ite	m		
1	Confirmation of Safety Information of Destination *	Have you checked the President decision of the University of Tsukuba "Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas" to make sure that your destination is a permitted region? @Yes CNo Travel Guidelines for Students, Faculty Members, and University Employees in case of a Crisis Overseas Overseas safety website of the Ministry of Foreign Affairs (MOFA)	
2	Business Trip or Personal Trip *	Business Trip OBusiness Trip (including partial Personal Trip) OPersonal Trip	
3	Multiple-budget Business Trip *	Oyes ®No	
4	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.	
5	Whether there is the Reduction Adjustment or not. * •	O'Yes ®No	
6	Fellow Traveler		
7	Remarks O		
			(6) Edit the contents
6	Fellow Traveler		(b) Ear the contents.
7	Remarks	For December 4, 2020, no accommodation allowance is required to pay for I will stay at an acquaintance's house.	- In this example, we added information in the "Remarks" field.
	Next Ba	ick to Previous Page Save Temporarily Cancel	(7) After editing, click the "Next" button at the bottom.

Ø,	て下ア 算法 第二日		(8) Return to the
		Home New Application Application History Account Management Proxy Management Logout	application.
Currently e	editing. To confirm the edit, click the button at the	bottom of the page.	- "Currently editing
			button at the botto
pplica	tion Type		have not been com
1	Application Type	Overseas Business Trip	
2	Traveler's Type	Oneself	
1	Name		
2	Last Name (Jananese)		
3	First Name (Japanese)		
4	Middle Name (Japanese)		
5	Last Name (Alphabet)		
6	First Name (Alphabet)		
/			
62	(Expected) Return Date	2020-12-06	
63	Country of Return	Japan	
64	City of Return	つくば	
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	研究学園	(0) Click the "Co
		Back Confirm Edit	bottom.

8) Return to the details screen of the Itinerary application.

"Currently editing. To confirm the edit, click the button at the bottom of the page." As it shows, edits have not been completed yet.

9) Click the "Confirm Edit" button at the pottom.



	Tsukuba Risk-ready Itinerary	Hanner						
		Home	New Application	Application History	Account Manageme	ent Proxy M	lanagement	Logo
		Reg	istration of the itine	rary completed.				
olication Histo	bry							
						_		_
iltering Criteria						Nev	w Application	Exp
ning Deputte								
ering Results								
ring Results	details, click on "Details" butt	on.						
ring Results owse the past application Application No.	details, click on "Details" buth Traveler's Name	on. Destination	Period of	Traveler's Type/Su	bject of the	Status	Operat	tion
ring Results owse the past application Application No.	details, click on "Details" buth Traveler's Name	on. Destination	Period of Trip	Traveler's Type/Su Itinerary	bject of the	Status .ast Updated	Operat	tion
ring Results wee the past application Application No.	details, click on "Details" buth	on. Destination	Period of Trip	Traveler's Type/Su Itinerary Place of Submissi Creator	bject of the n/ L bon/(Itinerary	Status .ast Updated Date	Operat	tion
ring Results were the past application Application No.	details, click on "Details" buth Traveler's Name	Destination	Period of Trip	Traveler's Type/Su Itineran Place of Submissi Creator	bject of the // L bn/(tlinerary)	Status .ast Updated Date	Operat	tion
ring Results wise the past application Application No.	details, click on "Details" butk Traveler's Name	on. Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12-	Traveler's Type/Su tilineran Place of Submissi Creator Oneself / Facu	bject of the // L bin/(Itinerary) Ity/Staff Office for	Status .ast Updated Date Completed	Operat	tion
ring Results wase the past application Application No.	detalls, click on "Details" buth	Destination Malaysia	Period of Trip 2020-12-01 ~ 2020-12- 06	Traveler's Type/Su filmeran Place of Submissi Creator Oneself / Facu / Academic Service	bject of the // L pn/(ttinerary) lty/Staff Office for	Status .ast Updated Date Completed	Operat Detai	tion ils ontrol
ring Results wise the past application Application No. Delete uplicate Application	details, click on "Details" buth	on. Destination Malaysia	Period of Trip 2020-12-01 06	Traveler's Type/Su timerary Place of Submissi Creator Oneself / Facu / Academic Service	bject of the // u pn(Itinerary) Ity/Staff Office for	Status .ast Updated Date Completed	Operat Detai	tion Ils ontrol

(10) The confirmation dialog about Export Control appears.

(11) When you return to the Application History screen and see the message "Registration of the itinerary completed", editing is finished.

- If the contents of Export Control change due to the editing of the Destination Country, the Place to Visit, Business, etc., click the "Export Control" button to add or modify the appropriate Reference No.

 \rightarrow Reference: "2-3-(6) Export Control"

4-4. Export Itinerary Data This is Currently unavailable.

You can export your Itinerary data as a CSV file so that other users can reuse it. (To import Itinerary data, see "2-2-(3) Importing Itinerary Data.")



Itering Criteria						
pplication No.			Academic Year of Applic	ation		
raveler's Name				Contains	~	
student ID No. or Employee ID No.			Is the Traveler a faculty/	staff or a student?		~
Affiliation				Contains	~	
Days of Stay and Destination Country					~	
Destination Country			~			
Departure Date				~		
Return Date				~		
Place to Visit						
Business/Name of Program, Course, or Academic Conference to Attend						
Main Source of Funding			~			
Main Purpose of Visit			~			
tinerary Creator			Fellow Traveler			
Business Trip or Personal Trip		~	Reference No. of Export	Control		
Place of Submission			~			
Refine your search Reset Criteria iltering Results Export Export checke	You can search for applicat	on data by filtering the	; criteria.			
Application No. Travelor's Nom	e Destination	Period of 1	Frin Traveler's Tv	pe/Subject of the Itiner	ary/ Status	Operation

(3) The Export Itinerary Data screen opens.

- You can also filter the Itinerary applications shown in the list by inputting the "Filtering Criteria" and clicking the "Refine your search" button.

Export	Export checked applications.								
Application No. Select all / Clear all selections	Traveler's Name	Destination	Period of Trip	Traveler's Type/Subject of the Itinerary/ Place of Submission/(Itinerary Creator)	Status Last Updated Date	Operation			
		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details			
		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details			
				Oneself / Faculty/Staff / Academic Service Office for	In Progress				
		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details			
		Northern Mariana Jalanda	2020 10 27	Onegolf / Student	Completed	_			

(4) The list of Itinerary applications is shown at the bottom of the Itinerary data export screen.

(5) Check the checkbox of the Application No. of
the application you wish to export.

- You can check all applications by clicking "Select all", and you can cancel all checks that have been selected all when you click "Clear all selections".

Export	Export checked app	plications.				
Application No. Select all r Clear all selections	Traveler's Name	Destination	Period of Trip	Traveler's Type/Subject of the Itinerary/ Place of Submission/(Itinerary Creator)	Status Last Updated Date	Operatio
		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
		Malaysia	2020-12-01~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
D				Oneself / Faculty/Staff /Academic Service Office for	In Progress	
		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details
0		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for	Completed	Details

Filtering Results Export Application No. Select all / Clear all selections

Traveler's Name

Status Last Updated Date Destination Period of Trip Traveler's Type/Subject of the Itinerary/ Place of Submission/(Itinerary Creator) Operation 2020-12-01 ~ 2020-12-06 Oneself / Faculty/Staff Service Office for Completed Malaysia Details / Academic 2020-12-01 ~ 2020-12-06 Oneself / Faculty/Staff / Academic Service Office for Completed Malaysia Details Oneself / Faculty/Staff In Progress

Completed

68

Details

/ Academic Service Office for

/ Academ

Oneself / Student

(6) Click the "Export" button.

(7) Select the folder you wish to save and click the "Save" button.

0		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for	Completed	Details
名前を付け	て保存					×
$\leftarrow \ \ \rightarrow \ \ \cdot$	↑ 🕹 > PC > ダウンロ−ド			ٽ v		
整理 ▼	新しいフォルダー				8	• 0
<u></u> PC うろブラ 。 うろブラ 。 う スットワ	▲ 名前 リ ーク			更新日時	继续	
	~ <					>
ファイル	名(N): itinerary.zip					~
ファイルの種	推頬(T): ZIP ファイル (*.zip)					~
へ フォルダーの	非表示			[保存(S)	キャンセル

2020-10-27 ~

2020-11-01

orthern Mariana Islands (United States)
(8) A ZIP file called "itinerary.zip" is output.



🕹 | 🕑 📃 🄊 🦿 = | ダウンロード

4-5. Registration of a Proxy and Application by a Proxy

In addition to your own trip, the TRIP system allows any users to create an Itinerary for other user's trip as an Itinerary Creator. However, in this case, "Itinerary Succession" and "Acceptance" by the Traveler user are necessary.

In cases where an Itinerary Creator needs to complete the TRIP system application (Itinerary Creation) without Itinerary Succession as a part of work, such as when a secretary prepares the Itinerary for a faculty member's Business Trip, it can be possible if the Traveler user grants Proxy Authority to the Itinerary Creator on the TRIP system in advance.

- When registering as a Proxy, be sure to obtain the consent of the user.

- Note that it is different from the Proxy Authority of Export Control. If the Itinerary Creator performs Export Control on behalf of the Traveler, it is necessary to receive the Proxy Authority separately on the "Export Control System (TExCO)". If not granted, to complete the TRIP system application, the Itinerary Creator must be provided a valid Export Control Reference No. acquired on TExCO from the representative or the person in charge of the trip, etc.

Proxy Registration

	2 152776 A) Theory Plane Home New Applicatio	n Application History Account Management	Proxy Management Logout	(1) Click "Proxy Management" on the menu button shown at the top.
Proxy Management				(2) The Proxy Management screen is shown.
This function should be used only by persons w	ho need a proxy to prepare the application in	formation.	New Registration	Click the "New Registration" button in the upper right corner.
Unified Authentication ID UTID-13 or UTID-NAME	Name	Email	Operation	
				1

Proxy R	egistration		(3) Register a Proxy.
* Required ite	m		
1	Unified Authentication (UTID-13 or USERNAME) *	e.g.) Unified Authentication System ID	- To register, you need the information on "Name", "Email Address" and "Unified Authentication ID" of
2	Name *	e.g.) Taro Tsukuba	the Proxy user.
3	Email *	e.g.) xxxxxxxx@u.tsukuba.ac.jp	
		Confirm Cancel	- Both UTID-13 and UTID-NAME can be used as Unified Authentication IDs.
			The Unified Authentication ID is the 13-digit number printed under the barcode on the back of your Employee/Student ID Card. UTID-NAME is before @ of the email address of the u.tsukuba.ac.jp, un.tsukuba.ac.jp, s.tsukuba.ac.jp domain granted by the university.
			Unified Authentication Details (Academic Computing and Communications Center website): https://www.cc.tsukuba.ac.jp/wp_e/service/unified- authentication-system/
Proxy R	legistration		(4) Input the Proxy's Name, Email Address, and
* Required ite	Unified Authentication (UTID-13 or		"Confirm" button.
2	Name *		
3	Email *		
		Confirm	

Proxy R	legistration		(5) The confirmation screen is shown.
1	Unified Authentication (UTID-13 or USERNAME)		In particular, make sure that the "Unified
2	Name		Authentication ID" and the "Email Address" are
3	Email		correct.
		Register Back to Previous Page	If it is fine, click the "Register" button.

		Home	New Application	Application History	Account Management	Proxy Management	Log
			Registration co	npleted.			
oxy Management							
oxy Management	none who nond a provi	to proport	the application inform	astion		_	
boxy Management	sons who need a proxy	to prepare	the application infor	nation.		New F	Registrat
unction should be used only by per Unified Authentication ID	sons who need a proxy	to prepare Name	the application infor	nation.	Email	New F	Registrat

(6) The message "Registration completed" is shown.

Users who have registered as your Proxy are shown in the list.

	TRIP < no-reply@trip sec tsuk	(uba ac in>
	「海外渡航TRIP」代理者権限が付与されました N	Notification of Assignment as Proxy
記先	provinces of the president of the president	
このメールは	は筑波大学「海外渡航システム(TRIP)」から自動送信。	されています。
	おまだけ」に エロロシノフテリ、トの代理学校明を付与し	=1 <i>t</i> -
2 M77-01-537	いのおとに「NPシステム上(1)理者権政を向子し	ノはしいと。
いヨルシルベ	4.6 1-第日14	「こ)連部し、確認して、/ころい。
This email I	nas been sent automatically by the "Tsukuba Risk-	ready Itinerary Planner (TRIP)" system of the University of Tsukuba.
	has assigned you as his/her Prox	ty on the TRIP system.
If you don't	have this assignment in mind, please contact	and inquire of the above user.
https://trip.s	ec.tsukuba.ac.jp	
****	****	
国立大学法	人 筑波大学	
グローバル・	コモンズ機構	
Global Com	mons, University of Tsukuba	
https://trip.s	ec.tsukuba.ac.jp/	
****	*****	

(7) At the same time, a notification email will be sent to the user who has registered as a Proxy notifying that a Traveler user has granted Proxy Authority.

Screen of the User Who Has Been Granted Proxy Authority

	Home New Applicat	ion Application History Account Management	Brown Management
	Home New Applicat	Application mistory Account Management	Floxy management Logoon
xy Management			
unction should be used only by persons who	need a proxy to prepare the application	information.	New Devictoria
			New Registratio
Unified Authentication ID	Name	Email	Operation
UTID-13 or UTID-NAME			
			Details Delete
	the Proxy Authority		
r Who Has Granted You			
er Who Has Granted You			
n complete TRIP application of the following us	ser's trip as a proxy.		
n complete TRIP application of the following us	ser's trip as a proxy.		

(8) When the Proxy user logs in to the TRIP system and clicks the "Proxy Management" button, the list "User Who Has Granted You the Proxy Authority" is shown in the lower part.

- When you create an Itinerary for the user in this list on behalf of the Traveler, you can complete the Itinerary creation without "Itinerary Succession" and "Acceptance" by the Traveler.

Edit a Proxy

Proxy Registration

Name *

Email *

Proxy Registration

Name

1

3 Email

Unified Authentication (UTID-13 or USERNAME)

Unified Authentication (UTID-13 or USERNAME)

* Required iten

1

3

Proxy Management					
This function should be used only by persons who need a proxy to prepare the application information. New Registration					
Unified Authentication ID UTID-13 or UTID-NAME	Name	Email	Operation		
			Details Delete		

Confirm Cancel

Back to Previous Page

(1) If you wish to edit the "Name (Name to be displayed)" or "Email Address" of the user who has registered as your Proxy, click "Details" in the "Operation" column of the user on the Proxy Management screen.

(2) The registered information is shown. Make the appropriate edits, and click "Confirm".

- Only "Name" and "Email Address" can be edited here. If you register a wrong "Unified Authentication ID", delete the Proxy and re-register him/her by following the steps in the "Delete a Proxy" below.

(3) The confirmation screen is shown. If it is fine, click "Register".

	Home New Applicatio	Application History	Account Management	Proxy Management	Lo
	Registration	completed.			
xy Management					
oxy Management					
bxy Management	o need a proxy to prepare the application in	ormation.		New R	Registra
Unclion should be used only by persons who Unified Authentication ID UTID -13 or UTID -NAME	o need a proxy to prepare the application in Name	ormation.	Email	New R Operati	Registra

(4) The message "Registration completed" is shown.

Delete a Proxy

trip.sec.tsukuba.ac.jp の内容

Are you sure you want to delete this application?

This function should be used only by persons who need a proxy to prepare the appl	viication information.	New Registration
Unified Authentication ID Name UTID-13 or UTID-NAME	Email	Operation
		Details Delete

(1) If you wish to delete a user who has registered as a Proxy, click "Delete" in the "Operation" column of the user on the Proxy Management screen.

(2) The confirmation dialog is shown. If it is fine, click "OK".

(3) The message "Deletion completed" is shown.

The user who was registered as a Proxy has been deleted from the list.

ENTR	筑波大学 海外渡航システム Turkton Fax ready Riterary Planner						
		Home	New Application	Application History	Account Management	Proxy Management	Logou
							_
			Deletion com	pleted.			
			-				
rovy Managome	ont						
TOXy Manageme	ant.						
is function should be used	only by persons who need a prox	y to prepare	the application inform	nation.		New	Registratio
							rtogistiatio
Unified Authentica	tion ID	Name			Email	Opera	tion

ОК

キャンセル

TRIP <no-reply@trip.sec.tsukuba.ac.jp> [海外渡航TRIP] 代理者権限が削除されました Proxy Authority Deleted</no-reply@trip.sec.tsukuba.ac.jp>	(4) At the same time, a notification email will be sent to the user who has been deleted the Proxy Authority notifying that the Traveler user
このメールは筑波大学「海外渡航システム(TRIP)」から自動送信されています。	has deleted the Proxy Authority.
があなたの TRIPシステム上で代理者権限を削除しました。	- Any Proxy user who wishes to delete the grant of
心当たりがない場合は に連絡し、確認してください。	Proxy Authority should contact the Traveler user and request the deletion of the Proxy Authority.
This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" system of the	ne University of
Tsukuba.	
has deleted your Proxy Authority from the TRIP system.	
If you don't have this deletion in mind, please contact and	inquire of the above
user.	
https://trip.sec.tsukuba.ac.jp	

国立大学法人 筑波大学	
グローバル・コモンズ機構	
Global Commons, University of Tsukuba	

NOTE