



Operation Manual

For General Users

Ver. 1.0

Global Commons

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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

Example of "Itinerary" Form

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.



日程表
Itinerary

所属/Affiliation: Faculty of Humanities and Social Sciences
氏名/Name: TSUKUBA Taro
職名・身分/Job Title/Student Status: Professor
職員番号・学籍番号/ID No.:


【海外渡航システム出力様式】
Printed out by TRIP System
状態/Status: 完了
申請番号/Application No.:

年月日 Date	国名 Country	発着地名 Departure & Arrival	訪問先 Place to Visit	滞在日数 No. of Days	用務 Business
2020-12-01	Japan	Tsukuba 発		1	Train
2020-12-01		Narita 着			経由地
2020-12-01	Japan	Narita 発	(MH060 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			

備考 / Remarks

最終作成者/ItineraryCreator: (Faculty of Humanities and Social Sciences), Email:

輸出管理/アタラシス番号 / Export Control Reference No.:



※旅費支給を必要とする交通費等(用務先への移動に鉄道等を利用する場合)は支払いの確認できる書類を保管しておくこと。
※航空機を利用する際に深夜便(午前0時以降)を利用する場合は、出張期間に注意すること。

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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



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】
統一認証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]
The Unified Authentication ID is the 13-digit number under the barcode printed on the back of your Employee/Student ID Card.
*If your password is unknown or forgotten, please check the following URL.
[University of Tsukuba Unified Authentication System](#)

【問い合わせ (Contact)】
[筑波大学 グローバル・コモンズ機構](#)
Global 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.

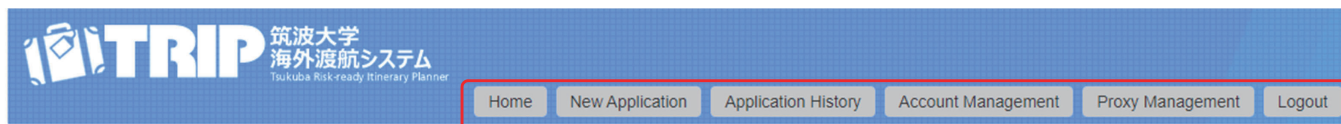
[Note]

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>

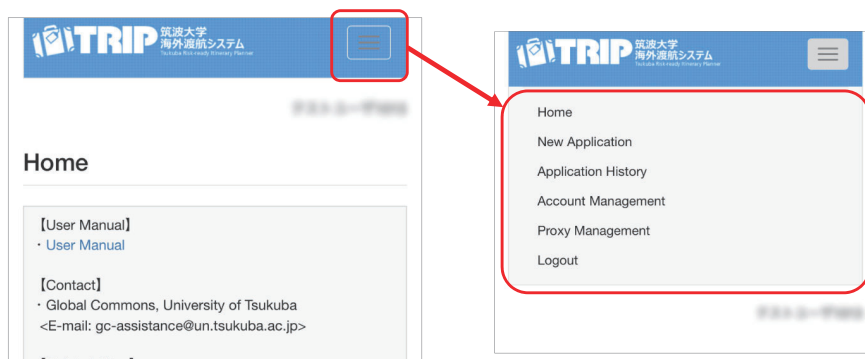
1-4. Menu and Functions



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 "≡" in the upper right corner of the screen to open the menu.)

Example of the screen when accessed with a smartphone



New Application

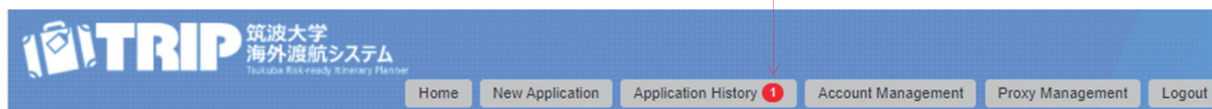
To create a new Itinerary, click "New Application".

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.



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)

TRIP 筑波大学 海外渡航システム
Tsubata Not ready: Ministry of Foreign Affairs

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

User Registration

Please register the information of the user who is currently logged in (first time only).
The registered information can be changed from the Account Management menu at any time.
If the login user and the Traveler are different, the Traveler's account information should be entered by the Traveler him/herself.
(e.g. When a secretary creates an itinerary on behalf of a faculty member, when a faculty member or employee of a study abroad program secretariat creates itineraries for their students, etc.)

* Required item

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)	+86-00000000
15	Email *	
16	Email (for confirmation) *	

↓ Continue to the next page

(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, register the information of the currently logged-in user yourself. (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.

↓ Continued from the previous page

Contact Information in Japan

In the case that the current login user travels overseas, completing the following information is required for risk management of the university.
If you are creating an itinerary on behalf of a Traveler, enter "-", etc. for expediency.

17	Contact Address in Japan *	Tennodai 1-1-1, Tsukuba, Ibaraki
18	Contact Person's Name in Japan *	TSUKUBA Hanako
19	Contact Telephone Number in Japan *	090-0000-0000
20	Relationship of Contact Person in Japan with Traveler *	spouse
21	Contact Email Address in Japan *	

Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from

22	Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from *	Are you required to attach a "Contact Form for Overseas Travel/Overseas Travel Contact" from from your affiliated department along with the Business Trip Notification? @Yes CNo
----	--	---

If you select "Yes", an "Overseas Travel Contact" form including information of "Contact Information in Japan" registered in the account information and "Measures for Job Replacement while You are Absent" entered in the application process will be output along with the itinerary PDF.

Agreement for Tabireg

23	Agreement for Tabireg (Confirmation) *	Integration feature with "Tabireg" of the Ministry of Foreign Affairs - "Tabireg" is a free service provided by the Ministry of Foreign Affairs, by registering the service, you can receive safety information and emergency notices by email from the Japanese Embassy in the event of an incident in the destination country. - The TRIP system has the integration feature with Tabireg, by accepting and agreeing to the following, it becomes unnecessary to register in Tabireg separately by yourself. (About Tabireg/Tabireg Privacy Policy) Do you accept the content of Tabireg and its handling of your personal information, and agree to the automatic registration of your itinerary information to Tabireg? @Yes CNo
----	--	---

- Non-Japanese nationals can also register, however notices are in the Japanese language. Your home country may offer similar services so please check.
- In the case you will stay overseas for more than 3 months, register in the [Online Overseas Residential Registration (ORNet)], not Tabireg. Please submit it as soon as your address is fixed.

Confirm Cancel

- (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.

- The "Overseas Travel Contact" Form can only be output 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.

User Registration

* Required item

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)	+86-00000000
15	Email	

Contact Information 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
20	Contact Email Address in Japan	

Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from

21	Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from	Yes
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Agreement for Tabireg

22	Agreement for Tabireg (Confirmation)	Yes
----	--------------------------------------	-----

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

TRIP 筑波大学 海外渡航システム
Tsukuba Overseas Travel System

Home New Application Application History Account Management Proxy Management Logout

User Registration

A confirmation email has been sent to the Email Address that you entered. By clicking on the URL in the email, your account will be activated and your user registration process will be completed.

If you do not receive a confirmation email, check that it has not been sent to your spam mail folder.
If you cannot find it in your spam mail folder, please register it again from the beginning.
If you wish to start creating an itinerary, click the "New Application" menu after activating your account.

TRIP <no-reply@trip.sec.tsukuba.ac.jp>
[海外渡航TRIP] 有効化メール/Activation Email

宛先

本メールは転送しないでください。
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。
以下の URL をクリックして、アカウントの有効化を行ってください。

<https://trip.sec.tsukuba.ac.jp/test/Signup/activate/>

本メールアドレスの確認について覚えがない場合はクリックしないでください。
よろしくお願いいたします。

Do not forward this email.
This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.
Click on the URL below to activate your account.

<https://trip.sec.tsukuba.ac.jp/test/Signup/activate/>

If you have no recollection of this email address confirmation, please do not click it.
Best regards.

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

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

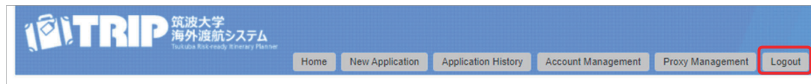
- make sure that emails from the trip.sec.tsukuba.ac.jp domain are not marked as spam.

(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".



(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

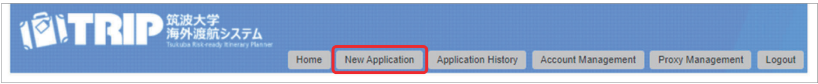
You can reuse the past Itinerary that you have created or traveled from the "Application History" on the TRIP system by editing the date, etc. This is useful if you have traveled on a similar journey in the past, and only some dates or Places to Visit are partially different.

Importing Itinerary Data

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



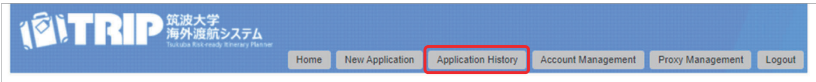
(1) Click "New Application" on the menu button shown at the top.

The screenshot shows the 'STEP1 (1/5) Application Type' form. The form is divided into two main sections. The first section, 'Application Type', has a dropdown menu currently set to 'Overseas Business Trip'. The second section, 'Traveler's Type', asks 'Is this application for a trip of the user currently logged in?' and has two radio buttons: 'Oneself' (which is selected) and 'Other User(s)'. To the right of the form is an 'Import' button. At the bottom of the form are 'Next' and 'Cancel' buttons.

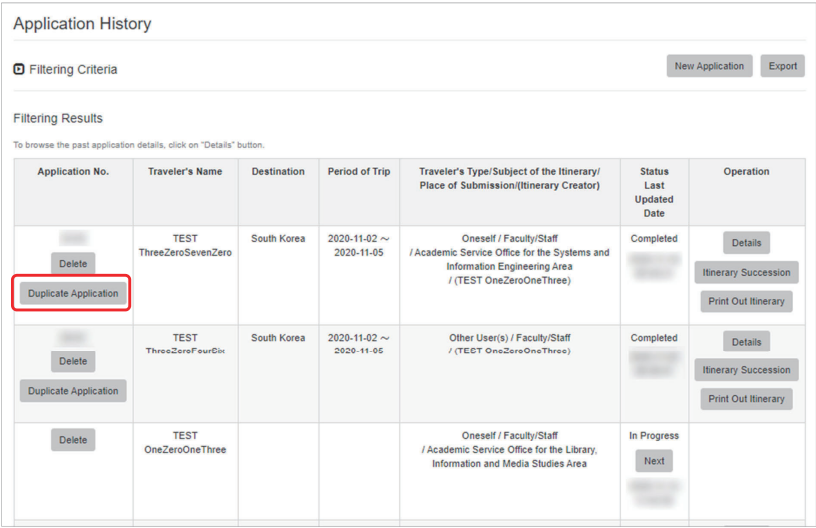
When creating an Itinerary for your own trip
→ Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

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

2-2-(2) Duplicate Application



(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

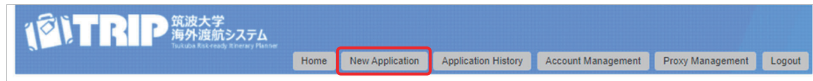
→ Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

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

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

2-2-(3) Importing Itinerary Data

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.")



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

1	Application Type	Overseas Business Trip
2	Traveler's Type <small>Is this application for a trip of the user currently logged in?</small>	<input type="radio"/> Oneself <input type="radio"/> Other User(s)

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

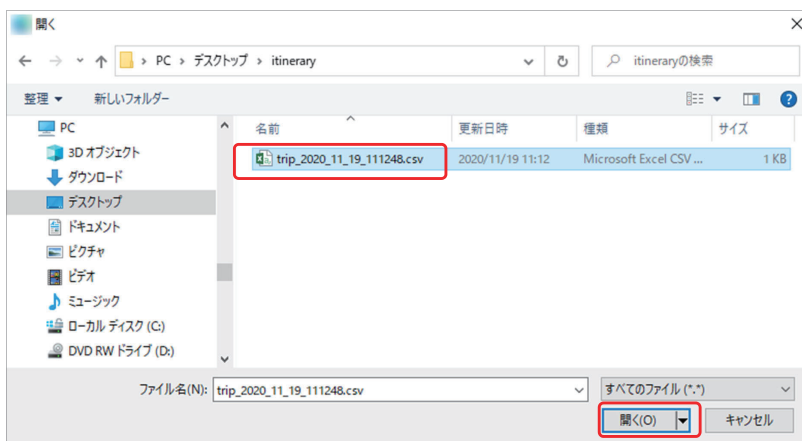
Import Itinerary Data

Select an Itinerary data file (CSV format) which was exported from the TRIP system.

File: ファイルの選択 ファイルが選択されていません

Import

(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.

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

Import Itinerary Data

Select an Itinerary data file (CSV format) which was exported from the TRIP system.

File: ファイルの選択 trip_2020_11_19_111248.csv

Import

(5) Click "Import".

Application No.	Destination	Period of Trip	Status	Import Type	Operation
	South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	<input type="radio"/> Oneself <input type="radio"/> Other User(s)	Details

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

Itinerary Data Import Confirmation

Application No.	Destination	Period of Trip	Status	Import Type	Operation
	South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	<input checked="" type="radio"/> Oneself <input type="radio"/> Other User(s)	Details

Itinerary Data Import Confirmation

Application No.	Destination	Period of Trip	Status	Import Type	Operation
	South Korea	2020-11-02 ~ 2020-11-05	Export Control Required	<input type="radio"/> Oneself <input checked="" type="radio"/> Other User(s) <input checked="" type="radio"/> Faculty/Staff <input type="radio"/> Student	Details

Next Cancel

(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".

TRIP 筑波大学 海外渡航システム
Tsukuba University Overseas Travel System

Home New Application Application History Account Management Proxy Management Logout

Import completed.

Application History

Filtering Criteria New Application Export

Filtering Results

To browse the past application 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		South Korea	2020-11-02 ~ 2020-11-05	Oneself / Faculty/Staff	In Progress 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)
→ Continue to "2-3-(2) STEP 2: Confirmation of Traveler's Information"

If you selected "Other Users" at (7)
→ Continue to "2-4-(2) STEP 2: Registering Travelers"

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

1	Application Type	Overseas Business Trip
2	Traveler's Type Is this application for a trip of the user currently logged in?	<input checked="" type="radio"/> Oneself <input type="radio"/> Other User(s)

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

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

STEP2 (2/5) Confirmation of Traveler's Information

Application Type

1	Application Type	Overseas Business Trip
---	------------------	------------------------

Traveler's Information

If you need to change the traveler's user information, make any changes 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)	+86-00000000
15	Email	

Contact Information in Japan

16	Contact Address in Japan	Tenmodai 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
20	Contact Email Address in Japan	

Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from

21	Necessity of "Contact Form for Overseas Travel/Overseas Travel Contact" from	Yes
----	--	-----

Agreement for Tabireg

22	Agreement for Tabireg (Confirmation)	Yes
----	--------------------------------------	-----

(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) Click "Next".

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

STEP3 (3/5) Information of Entire Trip

* Required Item

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?
		<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Business Trip (including partial Personal Trip) <input type="radio"/> Personal Trip
3	Multiple-budget Business Trip *	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.
5	Whether there is the Reduction Adjustment or not *	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Fellow Traveler	
7	Remarks	

[Subscription to International Travel Insurance]
When you are involved in an incident or an accident, the medical expenses may cost extremely high. We strongly recommend that you subscribe to an insurance even though your travel is short.
Travel insurance is mandatory if you subscribe to OSSMA (Overseas Students Safety Management Assistance).

[Subscription to OSSMA (Overseas Students Safety Management Assistance)]
The University of Tsukuba strongly recommends that students subscribe to OSSMA (Overseas Students Safety Management Assistance) when they travel overseas. For application procedures and fees, please check the website:
=> Details of OSSMA (Overseas Students Safety Management Assistance)
When getting into a program to be hosted by our university, joining OSSMA is made compulsory so check with the administrator in advance.

(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/>

- 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.)

- "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 *	<input checked="" type="radio"/> Yes <input type="radio"/> No
3 - 1	Periods for Each Budget - 1	<input type="text"/> ~ <input type="text"/>
3 - 1	Information for Each Budget - 1	<input type="text"/>
3 - 2	Periods for Each Budget - 2	<input type="text"/> ~ <input type="text"/>
3 - 2	Information for Each Budget - 2	<input type="text"/>
3 - 3	Periods for Each Budget - 3	<input type="text"/> ~ <input type="text"/>
3 - 3	Information for Each Budget - 3	<input type="text"/>
3 - 4	Periods for Each Budget - 4	<input type="text"/> ~ <input type="text"/>
3 - 4	Information for Each Budget - 4	<input type="text"/>
5	Whether there is the Reduction Adjustment or not *	<input type="radio"/> Yes <input checked="" type="radio"/> 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 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)

Measures for Job Replacement while You are Absent

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, please enter the information of the person who will perform the job replacement while you are absent.
Enter "-", etc. as necessary if you are a member of an organization 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 ○○", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "○○ 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)

STEP4 (4/5) Itinerary (Travel and Business/Place to Visit)

Add "Travel" and "Place to Visit" from the Place of Departure to the Place of Return that you entered in "Itinerary (Departure/Return Information)".

* Required item

Departure

1	Departure Date *	<input type="text"/>
2	Departure Country *	Japan
3	Departure City *	<input type="text"/>
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>

Travel

5	Transportation *	<input type="radio"/> Plane <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
6	Departure Country *	Japan
7	Departure City *	<input type="text"/>
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>
9	Departure Date (Local Time) *	<input type="text"/>
12	Arrival Date (Local Time) *	<input type="text"/>
	<small>Copy the Departure Date</small>	
14	Arrival Country *	Japan
	<small>Copy the Departure Country</small>	
15	Arrival City *	<input type="text"/>
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

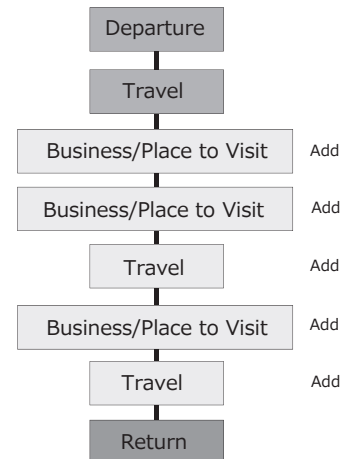
Return

5	(Expected) Return Date	<input type="text"/>
6	Country of Return	<input type="text"/>
7	City of Return	<input type="text"/>
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	<input type="text"/>

(1) Enter the Itinerary information for "Travel" and "Business/Place to Visit".

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

Image Diagram



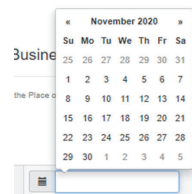
Input "Departure" and the first "Travel"

Departure

1	Departure Date *	2020/12/01
2	Departure Country *	Japan
3	Departure City *	Tsukuba
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen

Travel

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
6	Departure Country *	Japan
7	Departure City *	Tsukuba
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) *	2020/12/01
	<small>Copy the Departure Date</small>	
14	Arrival Country *	Japan
	<small>Copy the Departure Country</small>	
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? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No



- Click on the Date field to display the calendar and select a date.

- If you input the Date, Country, City, etc. in order from the top, the information directly above will be shown or copied as the next starting point. (If you change the order, etc., correct it as appropriate.)

- What is a "transit point"?

Select "Yes" for airports, stations, etc. where you simply transfer.

- What is a "place to stay"?

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"

Add Business/Place to Visit

Add Travel

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

Add 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 *	<input type="radio"/> Plane <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	<input type="text" value="2020/12/01"/>
12	Arrival Date (Local Time) *	<input type="text"/>
	<input type="button" value="Copy the Departure Date"/>	
14	Arrival Country *	---
	<input type="button" value="Copy the Departure Country"/>	
15	Arrival City *	<input type="text"/>
	<input type="button" value="Copy the Departure City"/>	
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Add Business/Place to Visit

Add 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

14	Arrival Country *	Malaysia
	<input type="button" value="Copy the Departure Country"/>	
15	Arrival City *	Ku
	<input type="button" value="Copy the Departure City"/>	
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Kuala Lumpur : KUL
Kuala Terengganu : TGG
Kuantan : KUA
Kuching : KCH
Kudat : KUD

Add Travel

- 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.

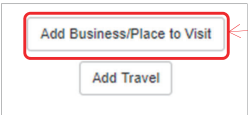
14	Arrival Country *	Malaysia
	<input type="button" value="Copy the Departure Country"/>	
15	Arrival City *	KUL
	<input type="button" value="Copy the Departure City"/>	
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No

Kuala Lumpur : KUL

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

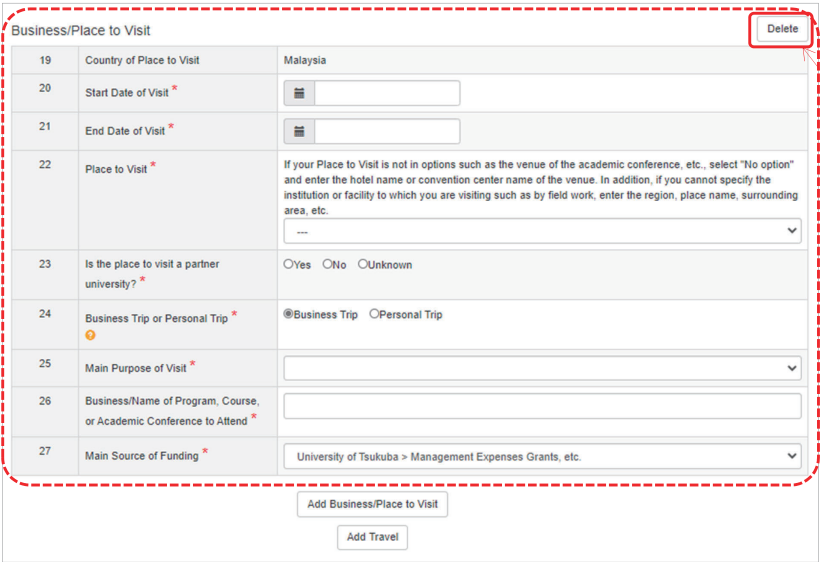
- The City Name Suggesting Function supports the alphabet only.
- If you choose the name of the city in the alphabet from the choice, when you receive a notification such as a warning about the destination country from "Tabireg" provided by MOFA, you can receive specific information about the city and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

Add "Business/Place to Visit"



A small rectangular button with the text "Add Business/Place to Visit" in a light blue font. Below it is a smaller button labeled "Add Travel".

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



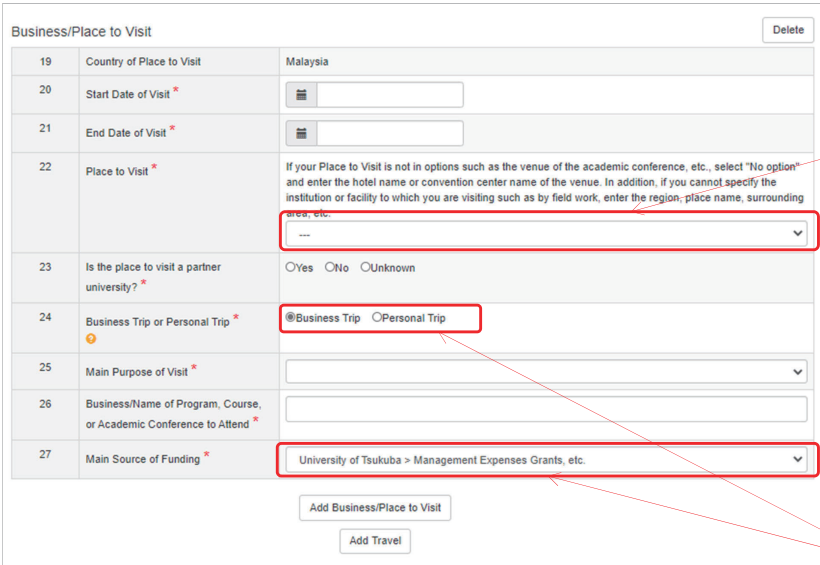
The form is titled "Business/Place to Visit" and contains several fields. A red dashed box highlights the form, and a red box highlights the "Delete" button in the top right corner. The fields are:

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	<input type="text"/>
21	End Date of Visit *	<input type="text"/>
22	Place to Visit *	<div>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, etc. <input type="text"/></div>
23	Is the place to visit a partner university? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
24	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Personal Trip
25	Main Purpose of Visit *	<input type="text"/>
26	Business/Name of Program, Course, or Academic Conference to Attend *	<input type="text"/>
27	Main Source of Funding *	<input type="text" value="University of Tsukuba > Management Expenses Grants, etc."/>

Buttons: "Add Business/Place to Visit", "Add Travel", "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.



The form is the same as in the previous screenshot, but with red boxes highlighting the input fields for "Place to Visit", "Business Trip or Personal Trip", and "Main Source of Funding".

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	<input type="text"/>
21	End Date of Visit *	<input type="text"/>
22	Place to Visit *	<div>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, etc. <input type="text"/></div>
23	Is the place to visit a partner university? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
24	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Personal Trip
25	Main Purpose of Visit *	<input type="text"/>
26	Business/Name of Program, Course, or Academic Conference to Attend *	<input type="text"/>
27	Main Source of Funding *	<input type="text" value="University of Tsukuba > Management Expenses Grants, etc."/>

Buttons: "Add Business/Place to Visit", "Add Travel", "Delete"

(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 *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	2020/12/06 <small>Copy the Departure Date</small>
14	Arrival Country *	Japan <small>Copy the Departure Country</small>
15	Arrival City *	Tsukuba
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add Business/Place to Visit
Add Travel

Return

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

Confirm Back to Previous Page Save Temporarily Cancel

- 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".

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

STEP5 (5/5) Confirmation

Application 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.	

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

52	Departure Country	Japan
53	Departure City	Narita : NRT
54	Place of Departure (Name of Station, Express Bus Terminal, etc.)	Narita International Airport
55	Departure Date (Local Time)	2020-12-06
56	Arrival Date (Local Time)	2020-12-06
57	Arrival Country	Japan
58	Arrival City	Tsukuba
59	Place of Arrival (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen
60	Is the Place of Arrival a transit point?	No
61	Is the Place of Arrival a place to stay?	No

Return


62	(Expected) Return Date	2020-12-06
63	Country of Return	Japan
64	City of Return	Tsukuba
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen

Register Back to Previous Page Save Temporarily Cancel

- 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



筑波大学
海外渡航システム
Tsukuba Risk-ready Itinerary Planner

Home

New Application

Application History

Account Management

Proxy Management

Logout

Tentative registration of the itinerary completed. Proceed to the export control and enter Reference No. taken from the Export Control System (TExCO).

Register Reference No.

Before the creation of this Itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

☐

2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.

☐

3) Export control procedures have not been taken yet.

☐

4) Not sure.

TExCO

筑波大学輸出管理システム
University of Tsukuba Export Control System
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

(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 Reference No.

Before the creation of this Itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

☐

2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.

☐

3) Export control procedures have not been taken yet.

☐

4) Not sure.

TExCO

筑波大学輸出管理システム
University of Tsukuba Export Control System
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

Reference No. 7

Reference No. 8

Reference No. 9

Reference No. 10

Next

Cancel

(2) Select the current status of the Export Control Procedures.

(3) Input a valid Reference No. acquired on the Export Control System (TExCO).

- If there are multiple Reference Nos. associated with one trip, such as when there are separate shipping, you can enter a maximum of 10 numbers.

(4) Click "Next".

Register Reference No.

Before the creation of this itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

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.

TRIP 筑波大学 海外渡航システム
Tsukuba University Overseas Travel System

[Home](#) [New Application](#) [Application History](#) [Account Management](#) [Proxy Management](#) [Logout](#)

Registration completed.

Application History

[Filtering Criteria](#) [New Application](#) [Export](#)

Filtering Results

To browse the past application 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	

(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.

→ 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

Application History

Filtering Criteria New Application Export

Filtering Results

To browse the past application 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
	TSUKUBA Taro	Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for the Humanities and Social Sciences Area	Completed	
		South Korea	2020-11-02 ~ 2020-11-05	Oneself / Faculty/Staff	In Progress	

(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

ITRIP 国際交流事業推進システム 海外渡航システム

日 程 表 Itinerary

所属/Affiliation: Faculty of Humanities and Social Sciences
氏名/Name: TSUKUBA Taro
職名・身分/Job Title/Student Status: Professor
職員番号・学籍番号/ID No.:

【海外渡航システム出力様式】
Printed out by ITRIP System
状態/Status: 完了
申請番号/Application No.:

年月日 Date	国 名 Country	発着地名 Departure & Arrival	訪問先 Place to Visit	滞在日数 No. of Days	用 務 Business
2020-12-01	Japan	Tsukuba 発		1	Train
2020-12-01	Japan	Narita 着			経由地
2020-12-01	Malaysia	Kuala Lumpur : KUL 着	(MH089 10:20) (16:45)		Plane
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			

備 考 / Remarks

日 程 表 作成者/Itinerary Creator: (Faculty of Humanities and Social Sciences) Email:

輸出管理ワランシス番号 / Export Control Reference No.:

※旅費支給を必要とする交通費等(用務先への移動に鉄道等を利用する場合)は支払いの確認できる書類を保管しておくこと。
※航空機を利用する際に深夜便(午前0時以降)を利用する場合は、出張期間に注意すること。

Page 1/2


(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)

【機密性3、出賃事務関係者限り】


 経済大学
海外渡航システム

海外渡航連絡先

Overseas Travel Contact

不在中の職務 補充等の措置 Measures for Job Replacement while You are absent	所属名 Affiliation 氏名 Name 備考 Remarks	職名 Job Title Assistant Professor SHIHO Manabu TEL 9999 For "Introduction to COO", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "COO practical training," it will be given remotely via Zoom.
渡航後の国内連絡先 及び本人との関係 Contact Person in Japan and Relationship with Traveler	住所 Address TEL 氏名 Name 渡航者との関係 Relationship with Traveler	Tennodel 1-1-1, Tsukuba, Ibaraki 090-0000-0000 TSUKUBA Hanako SPOUSE

Page 2/2

(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

1	Application Type	Overseas Business Trip
2	Traveler's Type Is this application for a trip of the user currently logged in?	<input type="radio"/> Oneself <input checked="" type="radio"/> Other User(s)
3	Subject of the Itinerary Is the itinerary for a faculty/staff or a student?	<input checked="" type="radio"/> Faculty/Staff <input type="radio"/> Student

(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

STEP2 (2/5) Registration of Travelers

* Required item

User 1

1	Name *	<input type="text"/>
2	Email Address *	<input type="text"/>
3	Unified Authentication ID UTID-13 or UTID-NAME *	<input type="text"/>

(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/unified-authentication-system/

STEP2 (2/5) Registration of Travelers

* Required item

User 1

1	Name *	Traveller Taro
2	Email Address *	<input type="text"/>
3	Unified Authentication ID UTID-13 or UTID-NAME *	<input type="text"/>

User 2

1	Name *	Traveller Jiro
2	Email Address *	<input type="text"/>
3	Unified Authentication ID UTID-13 or UTID-NAME *	<input type="text"/>

(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.

(3) After inputting all the Traveler users, click "Next".

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

STEP3 (3/5) Information of Entire Trip

* Required item

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? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>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)</small>
2	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Business Trip (including partial Personal Trip) <input type="radio"/> Personal Trip
3	Multiple-budget Business Trip *	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.
5	Whether there is the Reduction Adjustment or not *	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Fellow Traveler	
7	Remarks	

[Subscription to International Travel Insurance]
When you are involved in an incident or an accident, the medical expenses may cost extremely high. We strongly recommend that you subscribe to an insurance even though your travel is short.
Travel insurance is mandatory if you subscribe to OSSMA (Overseas Students Safety Management Assistance).

[Subscription to OSSMA (Overseas Students Safety Management Assistance)]
The University of Tsukuba strongly recommends that students subscribe to OSSMA (Overseas Students Safety Management Assistance) when they travel overseas. For application procedures and fees, please check the website:
-> Details of OSSMA (Overseas Students Safety Management Assistance)
When getting into a program to be hosted by our university, joining OSSMA is made compulsory so check with the administrator in advance.

(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/>

- 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.)

- "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 *	<input checked="" type="radio"/> Yes <input type="radio"/> No
3-1	Periods for Each Budget - 1	<input type="text"/> ~ <input type="text"/>
3-1	Information for Each Budget - 1	<input type="text"/>
3-2	Periods for Each Budget - 2	<input type="text"/> ~ <input type="text"/>
3-2	Information for Each Budget - 2	<input type="text"/>
3-3	Periods for Each Budget - 3	<input type="text"/> ~ <input type="text"/>
3-3	Information for Each Budget - 3	<input type="text"/>
3-4	Periods for Each Budget - 4	<input type="text"/> ~ <input type="text"/>
3-4	Information for Each Budget - 4	<input type="text"/>
5	Whether there is the Reduction Adjustment or not *	<input type="radio"/> Yes <input checked="" type="radio"/> 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)

Measures for Job Replacement while You are Absent

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, please enter the information of the person who will perform the job replacement while you are absent.
Enter "-", etc. as necessary if you are a member of an organization 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 ○○", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "○○ 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)

STEP4 (4/5) Itinerary (Travel and Business/Place to Visit)

Add "Travel" and "Place to Visit" from the Place of Departure to the Place of Return that you entered in "Itinerary (Departure/Return Information)".

* Required Item

Departure

1	Departure Date *	
2	Departure Country *	Japan
3	Departure City *	
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	

Travel

5	Transportation *	<input type="radio"/> Plane <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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 *	Japan
15	Arrival City *	
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Return

5	(Expected) Return Date	
6	Country of Return	
7	City of Return	
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	

Add Business/Place to Visit

Add Travel

Confirm

Back to Previous Page

Save Temporarily

Cancel

(1) Enter the Itinerary information for "Travel" and "Business/Place to Visit".

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

Image Diagram



Input "Departure" and the first "Travel"

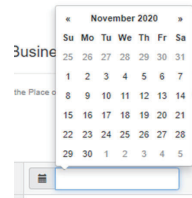
Departure

1	Departure Date *	2020/12/01
2	Departure Country *	Japan
3	Departure City *	Tsukuba
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen

Travel

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
6	Departure Country *	Japan
7	Departure City *	Tsukuba
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) *	2020/12/01
14	Arrival 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? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add Business/Place to Visit



- Click on the Date field to display the calendar and select a date.

- If you input the Date, Country, City, etc. in order from the top, the information directly above will be shown or copied as the next starting point. (If you change the order, etc., correct it as appropriate.)

- What is a "transit point"?

Select "Yes" for airports, stations, etc. where you simply transfer.

- What is a "place to stay"?

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"

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

Travel For "Travel", make sure to enter all the inter-city travel to the Place to Visit and the Place of Return.

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	
14	Arrival Country *	---
15	Arrival City *	
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Add Business/Place to Visit

Add 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

14 Arrival Country * Malaysia

15 Arrival City * Ku

17 Is the Place of Arrival a transit point? *

18 Is the Place of Arrival a place to stay? *

14 Arrival Country * Malaysia

15 Arrival City * KUL

17 Is the Place of Arrival a transit point? *

- 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 Visit

Add Travel

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

Business/Place to Visit

19 Country of Place to Visit Malaysia

20 Start Date of Visit *

21 End Date of Visit *

22 Place to Visit *

23 Is the place to visit a partner university? *

24 Business Trip or Personal Trip *

25 Main Purpose of Visit *

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

27 Main Source of Funding *

Delete

Add Business/Place to Visit

Add Travel

(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.

Business/Place to Visit

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	2020/12/02
21	End Date of Visit *	2020/12/04
22	Place to Visit *	<p>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, etc.</p> <p>Not in the options</p> <p>If there is no option: Kuala Lumpur Congress Cen</p>
23	Is the place to visit a partner university? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
24	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Personal Trip
25	Main Purpose of Visit *	Academic Conference or Symposium (including Workshop)
26	Business/Name of Program, Course, or Academic Conference to Attend *	ABC Conference 2020
27	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc.

Add Business/Place to Visit

Add Travel

(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".

Travel For "Travel", make sure to enter all the inter-city travel to the Place to Visit and the Place of Return.

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	2020/12/06
14	Arrival Country *	Japan
15	Arrival City *	Tsukuba
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add Business/Place to Visit

Add Travel

Return

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

Confirm Back to Previous Page Save Temporarily Cancel

- 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

Application Type

1	Application Type	Overseas Business Trip
---	------------------	------------------------

User 1

1	Name	Traveller Taro
2	Email Address	XXXXXXXXXX@XXXXXXXXXX.XXXXXXXXXX
3	Unified Authentication ID	XXXX

User 2

1	Name	Traveller Jiro
2	Email Address	XXXXXXXXXX@XXXXXXXXXX.XXXXXXXXXX
3	Unified Authentication ID	XXXX

Information of Entire Trip

1	Confirmation of Safety Information of Destination	Yes
2	Business Trip or Personal Trip	Business Trip
3	Multiple-budget Business Trip	No
4	Main Source of Funding	University of Tsukuba > Management Expenses Grants, etc.
5	Whether there is the Reduction Adjustment or not	No
6	Fellow Traveler	
7	Remarks	

Return

62	(Expected) Return Date	2020-12-06
63	Country of Return	Japan
64	City of Return	Tsukuba
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen

Register Back to Previous Page Save Temporarily Cancel


(1) Confirm the contents input from STEP 1 to STEP 4.

- The list of Traveler user(s) is shown.
- Double-check that their Email Address and Unified Authentication IDs are correct.

- 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.

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



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Tentative registration of the itinerary completed. By clicking "Export Control" button, proceed to the export control and then enter Reference No. taken from the Export Control System (TExCO). Or, click on the "Send Email" button for succession of the export control procedure to the Traveler.

Itinerary Succession

If "TRIP Account Registration" is not completed, and/or "TRIP Proxy Authority" is No, click on the "Send Email" button for succession of the procedure to the user.
* "TRIP Account Registration", "TRIP Proxy Authority" and "Status" are the status when "Register" in STEP 5 was clicked.
If users have already registered their account, "Name" and "Email Address" are the ones which the users entered by themselves, and those with * are the Itinerary Creator has entered.

Application No.	Unified Authentication ID	Name	Email Address	TRIP Account Registration	TRIP Proxy Authority	Succession Status	Operation
		Traveler Taro *	*	Registered	No	Export Control Required (Email Not Sent)	<div>Export Control</div> <div>Send Email</div>
		Traveler Jiro *	*	Registered	No	Export Control Required (Email Not Sent)	<div>Export Control</div> <div>Send Email</div>

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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".



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Tentative registration of the itinerary completed. Proceed to the export control and enter Reference No. taken from the Export Control System (TExCO).

Register Reference No.

Before the creation of this itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.

3) Export control procedures have not been taken yet.

4) Not sure.

TExCO 筑波大学輸出管理システム
University of Tsukuba Export Control System
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	

(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 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.
☐ 2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.
☐ 3) Export control procedures have not been taken yet.
☐ 4) Not sure.

TExCO 筑波大学輸出管理システム
海外出張申請者用

You can take export control procedures here.

Reference No. 1	<input type="text"/>
Reference No. 2	<input type="text"/>
Reference No. 3	<input type="text"/>
Reference No. 4	<input type="text"/>
Reference No. 5	<input type="text"/>
Reference No. 6	<input type="text"/>
Reference No. 7	<input type="text"/>
Reference No. 8	<input type="text"/>
Reference No. 9	<input type="text"/>
Reference No. 10	<input type="text"/>

(3) Select the current status of the Export Control Procedures.

(4) Input the Export Control Reference No. provided from the representative or the person in charge of the trip, etc.
 - If there are multiple Reference Nos. associated with one trip, such as when there are separate shipping, you can enter a maximum of 10 numbers.

(5) Click "Next".

Register Reference No.

Before the creation of this itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

Reference No. 1	<input type="text"/>
Reference No. 2	<input type="text"/>
Reference No. 3	<input type="text"/>
Reference No. 4	<input type="text"/>
Reference No. 5	<input type="text"/>
Reference No. 6	<input type="text"/>
Reference No. 7	<input type="text"/>
Reference No. 8	<input type="text"/>
Reference No. 9	<input type="text"/>
Reference No. 10	<input type="text"/>

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



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Registration completed.

Itinerary Succession

If "TRIP Account Registration" is not completed, and/or "TRIP Proxy Authority" is No, click on the "Send Email" button for succession of the procedure to the user.

* "TRIP Account Registration", "TRIP Proxy Authority" and "Status" are the status when "Register" in STEP 5 was clicked.

If users have already registered their account, "Name" and "Email Address" are the ones which the users entered by themselves, and those with * are the Itinerary 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	<div>Export Control</div> <div>Send Email</div>
		Traveller Jiro *	*	Registered	No	Export Control Required (Email Not Sent)	<div>Export Control</div> <div>Send Email</div>

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

→ Continue to "2-4-(7) Itinerary Succession"

2-4-(7) Itinerary Succession

Itinerary Succession

If "TRIP Account Registration" is not completed, and/or "TRIP Proxy Authority" is No, click on the "Send Email" button for succession of the procedure to the user.

* "TRIP Account Registration", "TRIP Proxy Authority" and "Status" are the status when "Register" in STEP 5 was clicked.

If users have already registered their account, "Name" and "Email Address" are the ones which the users entered by themselves, and those with * are the Itinerary 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	<div>Export Control</div> <div>Send Email</div>
		Traveller Jiro *	*	Registered	No	Export Control Required (Email Not Sent)	<div>Export Control</div> <div>Send Email</div>

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(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

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。

Unified Authentication ID

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
マレーシアへの渡航にかかる輸出管理手続きの依頼がありました。
海外渡航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 automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.

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

国立大学法人 筑波大学
グローバル・コモンズ編組
Global Commons, University of Tsukuba
<https://trip.sec.tsukuba.ac.jp/>

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.

Cancel

Submit

(2) The contents to be sent are shown.
Confirm the contents, add a "request comment" to the Traveler to succeed if necessary, and click the "Submit" button.

- If the Itinerary Creator has already input an Export Control Reference No., the requested content will be "Request for accepting the itinerary".

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
マレーシアへの渡航にかかる日程表の依頼がありました。
海外渡航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 automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" of the University of Tsukuba.

You have received a request for accepting the itinerary for your trip to Malaysia from an Itinerary Creator .
Please log in to the TRIP system and take the procedure.
<https://trip.sec.tsukuba.ac.jp/>

TRIP 筑波大学 海外渡航システム
Tsuuba University Overseas Travel System

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Update completed.

Itinerary Succession

If "TRIP Account Registration" is not completed, and/or "TRIP Proxy Authority" is No, click on the "Send Email" button for succession of the procedure to the user.
* "TRIP Account Registration", "TRIP Proxy Authority" and "Status" are the status when "Register" in STEP 5 was clicked.

If users have already registered their account, "Name" and "Email Address" are the ones which the users entered by themselves, and those with * are the Itinerary 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 (Traveler Not Accepted)	Export Control Send Email

Back

Application No.	Unified Authentication ID	Name	Email Address	TRIP Account Registration	TRIP Proxy Authority	Succession Status	Operation
		Traveller Taro *	*	Registered	No	Traveler Not Accepted	Export Control Send Email

(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 the Itinerary Creator should wait for the Traveler to complete the "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



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

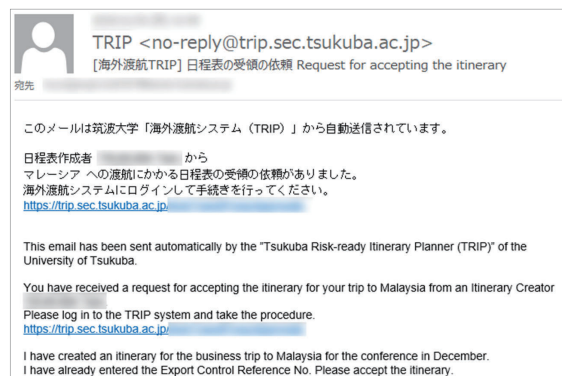
(1) When the Itinerary Creator clicks the "Send Email" button on the "Itinerary Succession" screen, the TRIP system will automatically send a request email to the Traveler user.

Check the comment from the Itinerary Creator at the end of the email.

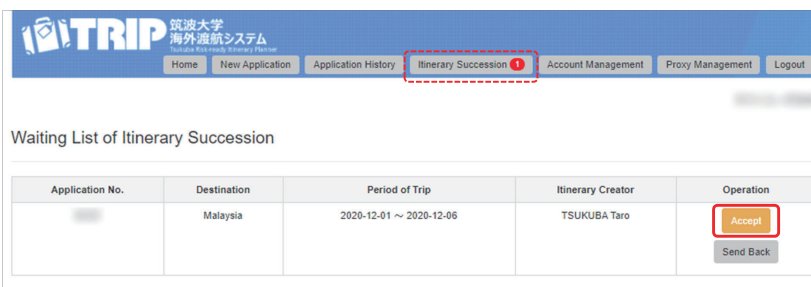
Click the URL shown in the body for Itinerary Succession.

If you are using the TRIP system for the first time, also refer to "1. Basics", and "2-1. Application Flow".

- If the Itinerary Creator has already input an Export Control Reference No., the requested content will be "Request for accepting the itinerary".



"Accept" the Itinerary



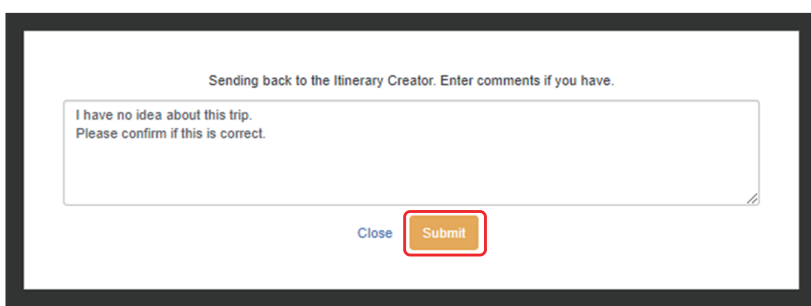
(2)-1 When you click the URL shown in the body of the request email received from the TRIP system on (1), the "Waiting List of Itinerary Succession" screen appears after logging in. Also, an "Itinerary Succession" button appears on the top menu, and the number of waiting to be succeeded is shown as a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

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

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

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

"Send Back" the Itinerary



(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.

→ 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

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

(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/>

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.)

- "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 *	<input checked="" type="radio"/> Yes <input type="radio"/> No
3-1	Periods for Each Budget - 1	<input type="text"/> ~ <input type="text"/>
3-1	Information for Each Budget - 1	<input type="text"/>
3-2	Periods for Each Budget - 2	<input type="text"/> ~ <input type="text"/>
3-2	Information for Each Budget - 2	<input type="text"/>
3-3	Periods for Each Budget - 3	<input type="text"/> ~ <input type="text"/>
3-3	Information for Each Budget - 3	<input type="text"/>
3-4	Periods for Each Budget - 4	<input type="text"/> ~ <input type="text"/>
3-4	Information for Each Budget - 4	<input type="text"/>
5	Whether there is the Reduction Adjustment or not *	<input checked="" type="radio"/> Yes <input type="radio"/> No
6	Fellow Traveler	<input type="text"/>
7	Remarks	<input type="text"/>

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.

- 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)".

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

Measures for Job Replacement while You are Absent		
<small>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, please enter the information of the person who will perform the job replacement while you are absent. Enter "-", etc. as necessary if you are a member of an organization that does not require.</small>		
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 ○○", I will ask Assistant Professor SHIHO Manabu to give a substitute lecture. For "○○ 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.)

<input checked="" type="button" value="Next"/> <input type="button" value="Back to Previous Page"/> <input type="button" value="Save Temporarily"/> <input type="button" value="Cancel"/>

(2) Confirm and click "Next".

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

STEP4 (4/5) Itinerary (Travel and Business/Place to Visit)

Add "Travel" and "Place to Visit" from the Place of Departure to the Place of Return that you entered in "Itinerary (Departure/Return Information)".

* Required item

Departure

1	Departure Date *	<input type="text"/>
2	Departure Country *	Japan
3	Departure City *	<input type="text"/>
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>

Travel

5	Transportation *	<input type="radio"/> Plane <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
6	Departure Country *	Japan
7	Departure City *	<input type="text"/>
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>
9	Departure Date (Local Time) *	<input type="text"/>
12	Arrival Date (Local Time) *	<input type="text"/>
14	Arrival Country *	Japan
15	Arrival City *	<input type="text"/>
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	<input type="text"/>
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Return

5	(Expected) Return Date	<input type="text"/>
6	Country of Return	<input type="text"/>
7	City of Return	<input type="text"/>
8	Place of Return (Name of Station, Express Bus Terminal, etc.)	<input type="text"/>

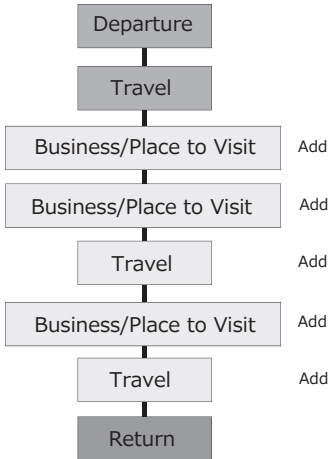
Confirm Back to Previous Page Save Temporarily Cancel

(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 instruction 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"

Image Diagram



Input "Departure" and the first "Travel"

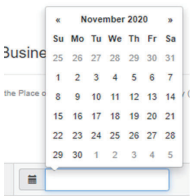
Departure

1	Departure Date *	2020/12/01
2	Departure Country *	Japan
3	Departure City *	Tsukuba
4	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen

Travel

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
6	Departure Country *	Japan
7	Departure City *	Tsukuba
8	Place of Departure (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
9	Departure Date (Local Time) *	2020/12/01
12	Arrival Date (Local Time) *	2020/12/01
14	Arrival 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? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add Business/Place to Visit



- Click on the Date field to display the calendar and select a date.

- If you input the Date, Country, City, etc. in order from the top, the information directly above will be shown or copied as the next starting point. (If you change the order, etc., correct it as appropriate.)

- What is a "transit point"?
Select "Yes" for airports, stations, etc. where you simply transfer.

- What is a "place to stay"?
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"

Add Business/Place to Visit

Add Travel

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

Add 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 *	<input type="radio"/> Plane <input type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	<input type="text"/>
	Copy the Departure Date	
14	Arrival Country *	---
	Copy the Departure Country	
15	Arrival City *	<input type="text"/>
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input type="radio"/> No

Add Business/Place to Visit

Add 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

14	Arrival Country *	Malaysia
	Copy the Departure Country	
15	Arrival City *	Ku
17	Is the Place of Arrival a transit point? *	
18	Is the Place of Arrival a place to stay? *	

Kuala Lumpur : KUL
Kuala Terengganu : TGG
Kuantan : KUA
Kuching : KCH
Kudat : KUD

Add Travel

- 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.

14	Arrival Country *	Malaysia
	Copy the Departure Country	
15	Arrival City *	KUL
17	Is the Place of Arrival a transit point? *	

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.

Add "Business/Place to Visit"

Add Business/Place to Visit

Add Travel

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

Business/Place to Visit

Delete

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	<div><div></div><div></div></div>
21	End Date of Visit *	<div><div></div><div></div></div>
22	Place to Visit *	<div>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, etc.</div> <div>---</div>
23	Is the place to visit a partner university? *	<div><div></div>Yes <div><div></div>No <div><div></div>Unknown</div></div></div>
24	Business Trip or Personal Trip *	<div><div><div></div>@Business Trip <div><div></div>Personal Trip</div></div></div>
25	Main Purpose of Visit *	<div></div>
26	Business/Name of Program, Course, or Academic Conference to Attend *	<div></div>
27	Main Source of Funding *	<div>University of Tsukuba > Management Expenses Grants, etc.</div>

Add Business/Place to Visit

Add Travel

(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.

Business/Place to Visit

Delete

19	Country of Place to Visit	Malaysia
20	Start Date of Visit *	<div><div></div><div>2020/12/02</div></div>
21	End Date of Visit *	<div><div></div><div>2020/12/04</div></div>
22	Place to Visit *	<div><div>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, etc.</div><div>Not in the options</div></div> <div><div>If there is no option:</div><div>Kuala Lumpur Congress Cen</div></div>
23	Is the place to visit a partner university? *	<div><div></div>Yes <div><div></div>@No <div><div></div>Unknown</div></div></div>
24	Business Trip or Personal Trip *	<div><div><div></div>@Business Trip <div><div></div>Personal Trip</div></div></div>
25	Main Purpose of Visit *	<div>Academic Conference or Symposium (including Workshop)</div>
26	Business/Name of Program, Course, or Academic Conference to Attend *	<div>ABC Conference 2020</div>
27	Main Source of Funding *	<div>University of Tsukuba > Management Expenses Grants, etc.</div>

Add Business/Place to Visit

Add Travel

(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".

Travel For "Travel", make sure to enter all the inter-city travel to the Place to Visit and the Place of Return.

5	Transportation *	<input type="radio"/> Plane <input checked="" type="radio"/> Train <input type="radio"/> Bus <input type="radio"/> Taxi <input type="radio"/> Car <input type="radio"/> Ship
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) *	2020/12/06
	Copy the Departure Date	
14	Arrival Country *	Japan
	Copy the Departure Country	
15	Arrival City *	Tsukuba
16	Place of Arrival (Name of Station, Express Bus Terminal, etc.) *	Kenkyugakuen
17	Is the Place of Arrival a transit point? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
18	Is the Place of Arrival a place to stay? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Add Business/Place to Visit

Add Travel

Return

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

Confirm Back to Previous Page Save Temporarily Cancel

- 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.

STEP 5 (5/5) Confirmation and Registration

STEP5 (5/5) Confirmation

Application 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.	

52	Departure Country	Japan
53	Departure City	Narita : NRT
54	Place of Departure (Name of Station, Express Bus Terminal, etc.)	Narita International Airport
55	Departure Date (Local Time)	2020-12-06
56	Arrival Date (Local Time)	2020-12-06
57	Arrival Country	Japan
58	Arrival City	Tsukuba
59	Place of Arrival (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen
60	Is the Place of Arrival a transit point?	No
61	Is the Place of Arrival a place to stay?	No

Return

62	(Expected) Return Date	2020-12-06
63	Country of Return	Japan
64	City of Return	Tsukuba
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	Kenkyugakuen

Register Back to Previous Page Save Temporarily Cancel

(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

宛先

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 さんの
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/>

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
<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)

TRIP

筑波大学
海外出張システム
Tsukuba Risk-ready Itinerary Planner

Home

New Application

Application History

Account Management

Proxy Management

Logout

Tentative registration of the Itinerary completed. Proceed to the export control and enter Reference No. taken from the Export Control System (TExCO).

Register Reference No.

Before the creation of this Itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

☐

2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.

☐

3) Export control procedures have not been taken yet.

☐

4) Not sure.

TExCO

筑波大学輸出管理システム
University of Tsukuba Export Control System
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	
Reference No. 7	
Reference No. 8	

(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.

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

Register Reference No.

Before the creation of this Itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

☐

2) Export control applications for accompanying goods or transferring technology have been already completed partially by "Export control procedures for overseas trips" of TExCO system. However, some export control applications to be completed still remain.

☐

3) Export control procedures have not been taken yet.

☐

4) Not sure.

TExCO

筑波大学輸出管理システム
University of Tsukuba Export Control System
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	
Reference No. 7	
Reference No. 8	
Reference No. 9	
Reference No. 10	

Next

Cancel

(2) Select the current status of the Export Control Procedures.

(3) Input a valid Reference No. acquired on the Export Control System (TExCO).

- If there are multiple Reference Nos. associated with one trip, such as when there are separate shipping, you can enter a maximum of 10 numbers.

(4) Click "Next".

Register Reference No.

Before the creation of this Itinerary, 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 applications for accompanying goods or transferring technology have been already completed by "Export control procedures for overseas trips" of TExCO system.

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.

TRIP 筑波大学 海外渡航システム
Tsukuba University Overseas Travel System

Home New Application Application History Account Management Proxy Management Logout

Registration completed.

Application History

Filtering Criteria New Application Export

Filtering Results

To browse the past application 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	TRAVELLER Jiro	Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / (TSUKUBA Taro)	Completed	Details Export Control Print Out Itinerary

(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.

→ 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

Application History

Filtering Criteria [New Application] [Export]

Filtering Results

To browse the past application 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
[Redacted]	TRAVELLER Jiro	Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / (TSUKUBA Taro)	Completed	Details Export Control Print Out Itinerary

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

(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).

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.

"Itinerary" Form

TRIP 筑波大学 海外渡航システム

日 程 表
Itinerary

所属/Affiliation: [Redacted]
氏名/Name: [Redacted]
職名・身分/Job Title/Student Status: Associate Professor
職員番号・学籍番号/ID No.: [Redacted]

【海外渡航システム出力形式】
Printed out by TRIP System
状態/Status: 完了
申請番号/Application No.: [Redacted]

年月日 Date	国 名 Country	発着地名 Departure & Arrival	訪問先 Place to Visit	滞在日数 No. of Days	用 務 Business
2020-12-01	Japan	Tsukuba 発		1	Train
2020-12-01	Japan	Narita : NRT 着	(MH089 10:20)		経由地 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 Train
2020-12-06	Japan	Narita : NRT 発			
2020-12-06		Tsukuba 着			

備 考 / Remarks

Itinerary Creator: (Faculty of Humanities and Social Sciences), Email: [Redacted]

輸出管理ワランズ番号 / Export Control Reference No.: [Redacted]

※旅費支給を必要とする交通費等(用務先への移動に鉄道等を利用する場合)は支払いの確認できる書類を保管しておくこと。
※航空機を利用する際に深夜便(午前0時以降)を利用する場合は、出張期間に注意すること。

Page 1/2

(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.


- 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.

The name, etc. of the Itinerary Creator will be printed.

- 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)

【機密性3、出稼事務関係者限り】


 同志社大学
海外渡航システム

海外渡航連絡先 Overseas Travel Contact

不在中の渡航 補充等の措置 Measures for Job Replacement while You are Absent	所属名 Affiliation 氏名 Name 備考 Remarks	Faculty of Humanities and Social Sciences 職名 Job Title Assistant Professor SHIHO Manabu TEL 9999 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.
渡航後の国内連絡先 及び本人との関係 Contact Person in Japan and Relationship with Traveler	住所 Address TEL 氏名 Name	つくば市春日1-2 9999 テスト花子 渡航者との関係 Relationship with Traveler 配属者

Page 2/2

(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.

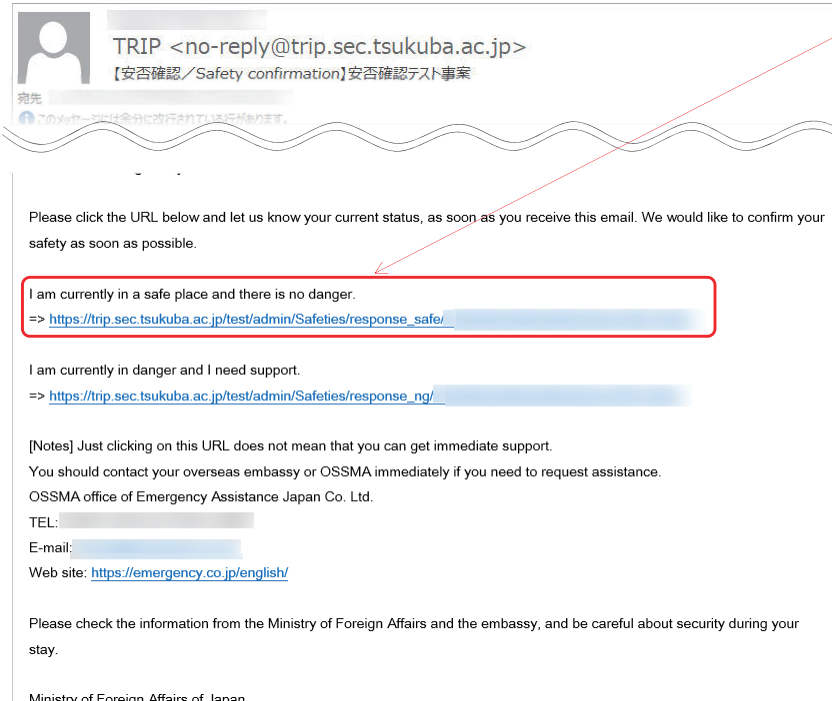
3. Safety Confirmation Function

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



The screenshot shows an email header from TRIP <no-reply@trip.sec.tsukuba.ac.jp> with the subject [安全確認/Safety confirmation] 安全確認テスト事業. The body text instructs the recipient to click a URL to report their status. A red box highlights the option "I am currently in a safe place and there is no danger." with a corresponding URL: https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_safe/. Other options include "I am currently in danger and I need support." with a different URL. Notes mention that clicking the URL does not guarantee immediate support and that the OSSMA office of Emergency Assistance Japan Co. Ltd. should be contacted for assistance. Contact information for TEL, E-mail, and Web site is provided. The footer mentions the Ministry of Foreign Affairs of Japan.

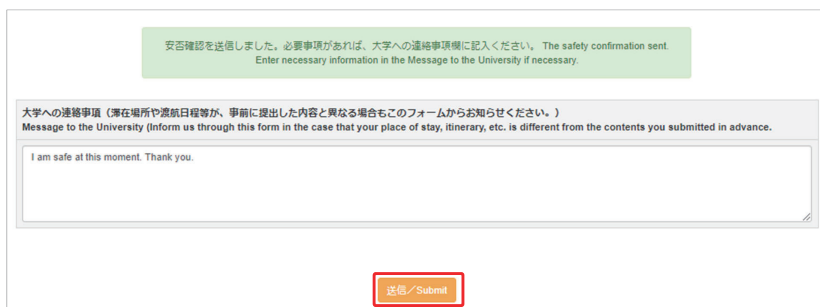
(1) Click the URL below of "I am currently in a safe place and there is no danger." written in the Confirmation of Safety Email received from the TRIP system.



The screenshot shows a green notification bar at the top stating "安全確認を送信しました。必要事項があれば、大学への連絡事項欄に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary." Below this is a text area for "大学への連絡事項 (滞在場所や渡航日程等が、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。)" and a "送信/Submit" button.

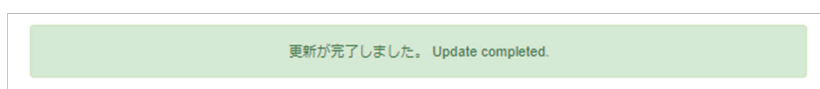
(2) The browser opens and shows that the Confirmation of Safety has been sent (there is no need to log in.)

- 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.



This screenshot is similar to the previous one, but the text area contains the pre-filled message: "I am safe at this moment. Thank you." The "送信/Submit" button is highlighted with a red box.

(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.



The screenshot shows a green notification bar at the top stating "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

TRIP <no-reply@trip.sec.tsukuba.ac.jp>
[安全確認/Safety confirmation] 安全確認テスト事業

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 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/

I am 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:
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

国立大学法人 筑波大学
グローバル・コモンズ機構

(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.

安全確認を送信しました。必要事項があれば、大学への連絡事項欄に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary.

大学への連絡事項 (滞在場所や渡航日程等が、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.)

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.

安全確認を送信しました。必要事項があれば、大学への連絡事項欄に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary.

大学への連絡事項 (滞在場所や渡航日程等が、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.)

The area I'm in has also been flooded. I'll evacuate following the instructions of the embassy.

送信/Submit

(3) If there is a problem, add the current situation in detail in 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.

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.

The screenshot shows an email from TRIP <no-reply@trip.sec.tsukuba.ac.jp> with the subject [安全確認/Safety confirmation] 安全確認テスト事業. The email body contains instructions for confirming safety status. Two options are highlighted with red boxes: "I am currently in a safe place and there is no danger." with a link to https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_safe/ and "I am currently in danger and I need support." with a link to https://trip.sec.tsukuba.ac.jp/test/admin/Safeties/response_ng/. Below these are notes about not expecting immediate support and contact information for OSSMA. At the bottom, there is a "Contact:" section for Overseas Safety Management, Global Commons.

(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 currently in a safe place and there is no danger" or "I am currently in danger and I need support".

- When updating as "There is no problem"

- When updating as "There is a problem"

The screenshot shows a web form titled "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.)". A green banner at the top states "安全確認を送信しました。必要事項があれば、大学への連絡事項欄に記入ください。 The safety confirmation sent. Enter necessary information in the Message to the University if necessary." The form has a text area with the placeholder text "The area I'm in has also been flooded. I'll evacuate following the instructions of the embassy." and a "送信/Submit" button at the bottom.

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

- The contents are shown if you posted in the previous "Message to the University".

The screenshot shows the same "Message to the University" form, but the text area now contains "I evacuated to a safe place. Thank you for your concern." The "送信/Submit" button is highlighted with a red box.

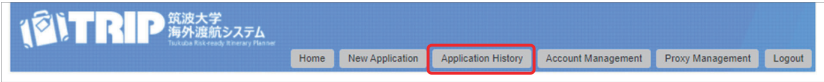
(3) Update the contents of the "Message to the University" according to the current situation, and click the "Submit" button.

The screenshot shows a green banner with the text "更新が完了しました。 Update completed."

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

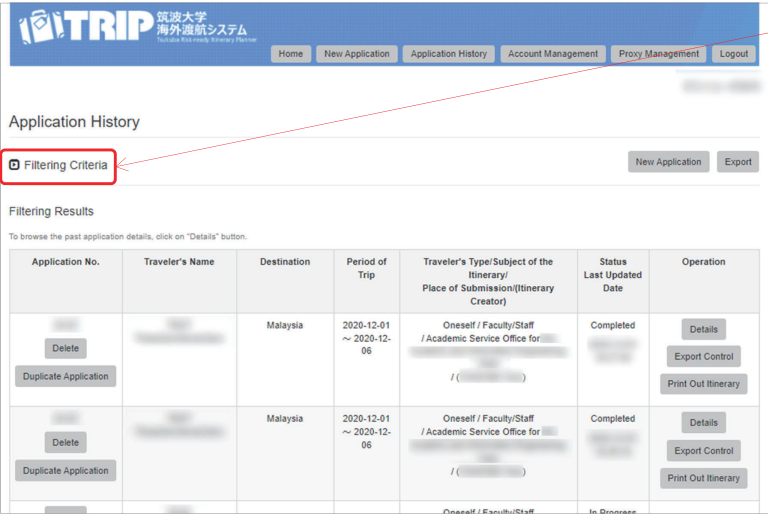
4. Other Functions

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".



(2) Click "Filtering Criteria"

Application History

Filtering Criteria

New Application

Export

Application No.

Academic Year of Application

Traveler'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

Itinerary Creator

Fellow Traveler

Business Trip or Personal Trip

Reference No. of Export Control

Place of Submission

Refine your search

Reset Criteria

You can search for application data by filtering the criteria.

10 cases

Filtering Results

To browse the past application 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
<div>Delete</div> <div>Duplicate Application</div>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	<div>Details</div> <div>Export Control</div> <div>Print Out Itinerary</div>
<div>Delete</div> <div>Duplicate Application</div>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	<div>Details</div> <div>Export Control</div> <div>Print Out Itinerary</div>
				Oneself / Faculty/Staff	In Progress	

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

Application History

Filtering Criteria New Application Export

Application No.		Academic Year of Application	2020
Traveler's Name		Contains...	
Student ID No. or Employee ID No.		Is the Traveler a faculty/staff or a student?	Student
Affiliation		Contains...	
Days of Stay and Destination Country	2020/11/02	Kazakhstan	
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			
Itinerary Creator		Fellow Traveler	
Business Trip or Personal Trip		Reference No. of Export Control	
Place of Submission			

Refine your search Reset Criteria You can search for application data by filtering the criteria. 10 cases

(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".

Application History

Filtering Criteria New Application Export

Application No.		Academic Year of Application	2020
Traveler's Name		Contains...	
Student ID No. or Employee ID No.		Is the Traveler a faculty/staff or a student?	Student
Affiliation		Contains...	
Days of Stay and Destination Country	2020/11/02	Kazakhstan	
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			
Itinerary Creator		Fellow Traveler	
Business Trip or Personal Trip		Reference No. of Export Control	
Place of Submission			

Refine your search Reset Criteria You can search for application data by filtering the criteria. 10 cases

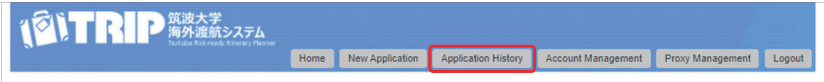
(5) The Itinerary applications that match the "Filtering Criteria" are shown.

Filtering Results

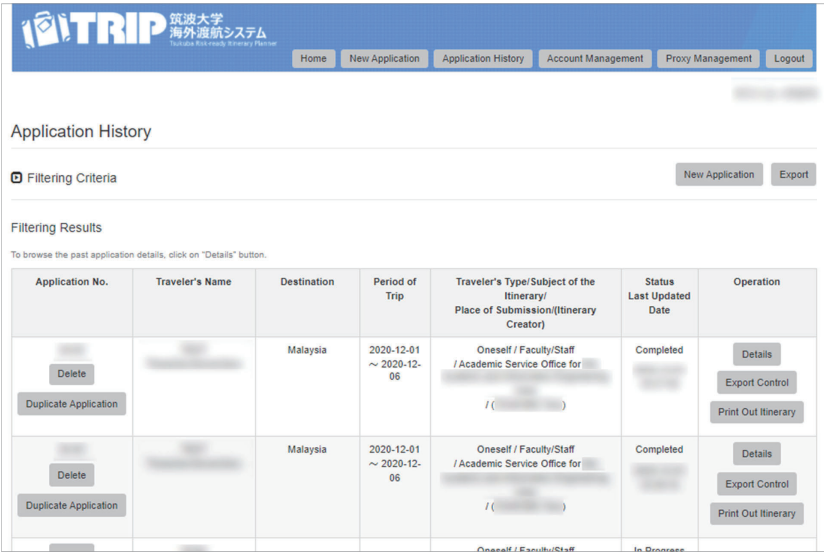
To browse the past application details, click on "Details" button.

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		Kazakhstan	2020-11-02 ~ 2020-11-05	Oneself / Student / Academic Service Office ()	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 ()	Exempt from Export Control	Details Itinerary Succession Print Out Itinerary

4-2. Delete an Itinerary



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

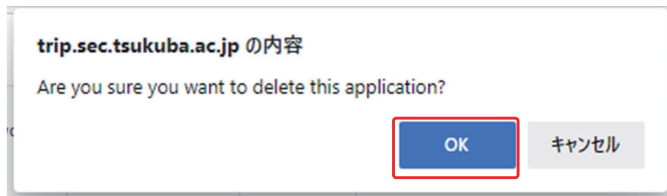


(2) Application History is shown.

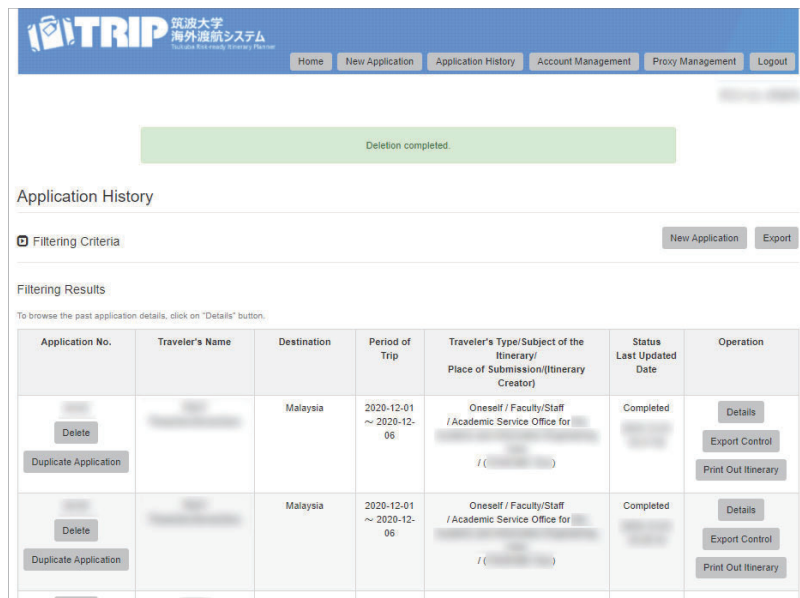
- Only the Itinerary applications created as your own trip or other users' trips that you created as their Itinerary Creator are shown in "Application History".



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

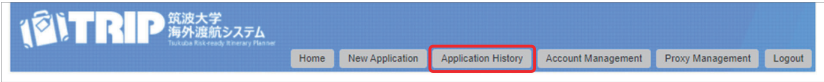


(4) The confirmation dialog appears.
If it is fine, click "OK".

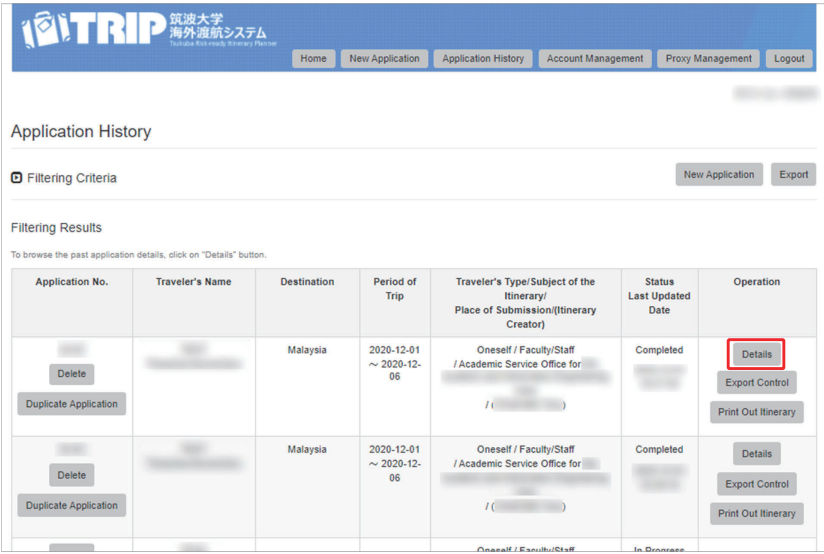


(5) The Itinerary application was deleted.

4-3. Edit an Itinerary



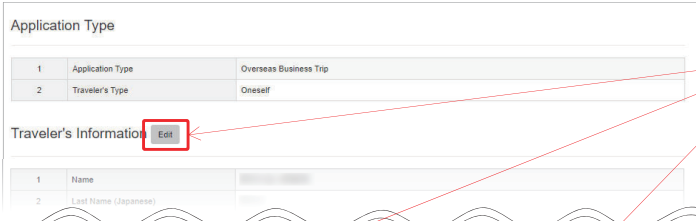
(1) Click "Application History" in the menu button shown at the top.



(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".

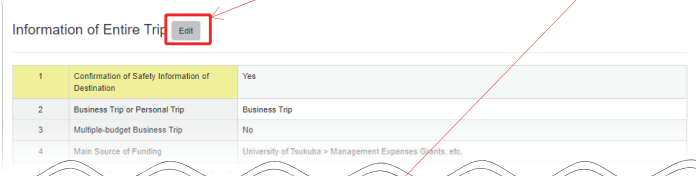
(3) Click the "Details" button in the "Operation" column of the Itinerary application that you wish to edit.



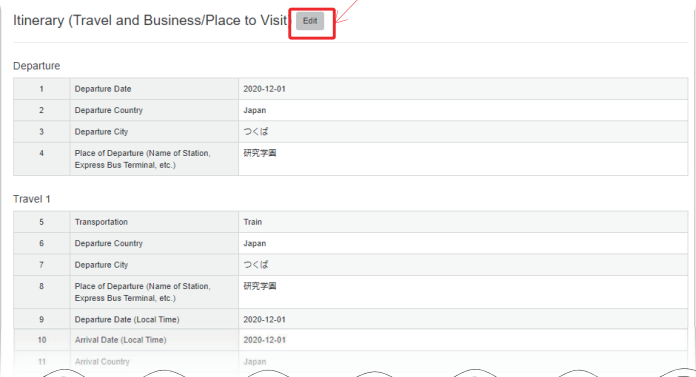
(4) Details of the Itinerary application are shown.

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".



STEP3 (3/5) Information of Entire Trip

* Required item

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? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>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)</small>
2	Business Trip or Personal Trip *	<input checked="" type="radio"/> Business Trip <input type="radio"/> Business Trip (including partial Personal Trip) <input type="radio"/> Personal Trip
3	Multiple-budget Business Trip *	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Main Source of Funding *	University of Tsukuba > Management Expenses Grants, etc. ▼
5	Whether there is the Reduction Adjustment or not. *	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	Fellow Traveler	
7	Remarks	

(5) The edit screen (input screen) is shown.


6	Fellow Traveler	
7	Remarks	For December 4, 2020, no accommodation allowance is required to pay for I will stay at an acquaintance's house.

(6) Edit the contents.

- In this example, we added information in the "Remarks" field.

Next	Back to Previous Page	Save Temporarily	Cancel
------	-----------------------	------------------	--------

(7) After editing, click the "Next" button at the bottom.



筑波大学

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Currently editing. To confirm the edit, click the button at the bottom of the page.

Application Type

1	Application Type	Overseas Business Trip
2	Traveler's Type	Oneself

Traveler's Information Edit

1	Name	
2	Last Name (Japanese)	
3	First Name (Japanese)	
4	Middle Name (Japanese)	
5	Last Name (Alphabet)	
6	First Name (Alphabet)	
7	Middle Name (Alphabet)	
8	Affiliation	Faculty of Engineering, Information and Systems

61 ☐ Is the Place of Arrival a place to stay? ☐ No

Return

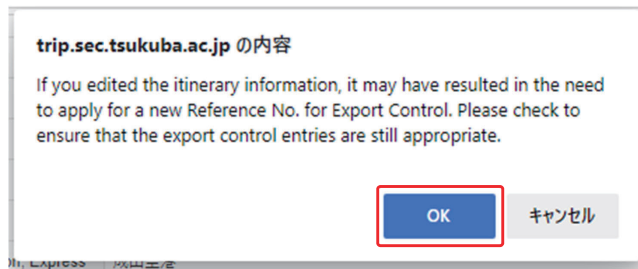
62	(Expected) Return Date	2020-12-06
63	Country of Return	Japan
64	City of Return	つくば
65	Place of Return (Name of Station, Express Bus Terminal, etc.)	研究学園

[Back](#)
[Confirm Edit](#)

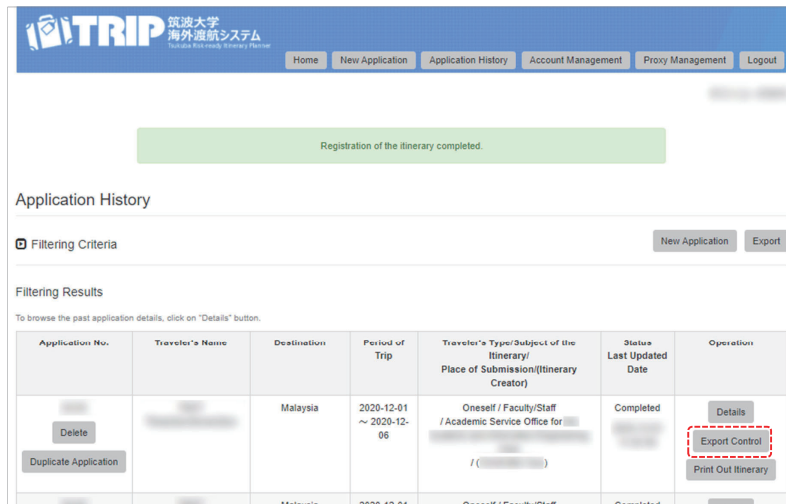
(8) Return to the details screen of the Itinerary application.

- "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 bottom.



(10) The confirmation dialog about Export Control appears.



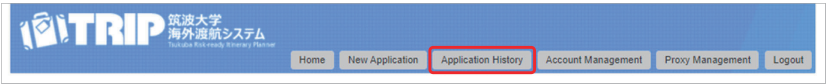
(11) When you return to the Application History screen and see the message "Registration of the itinerary completed", editing is finished.

- 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.

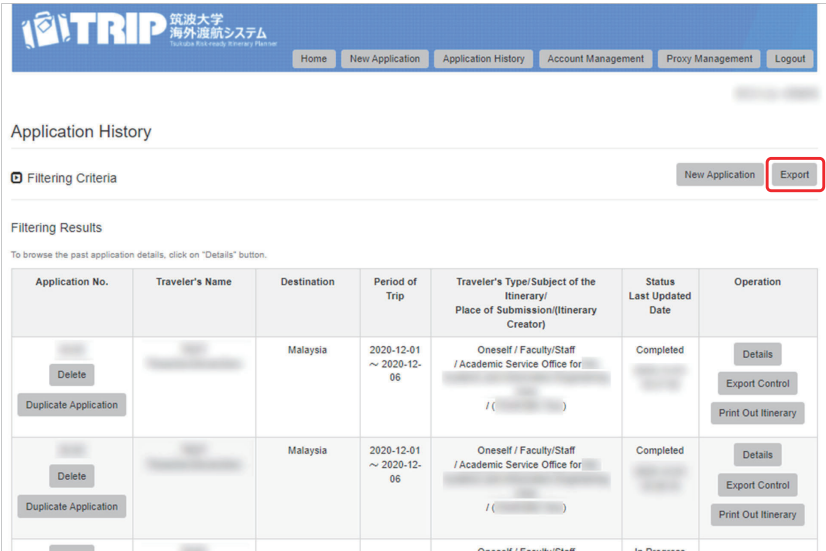
→ Reference: "2-3-(6) Export Control"

4-4. Export Itinerary Data

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.")

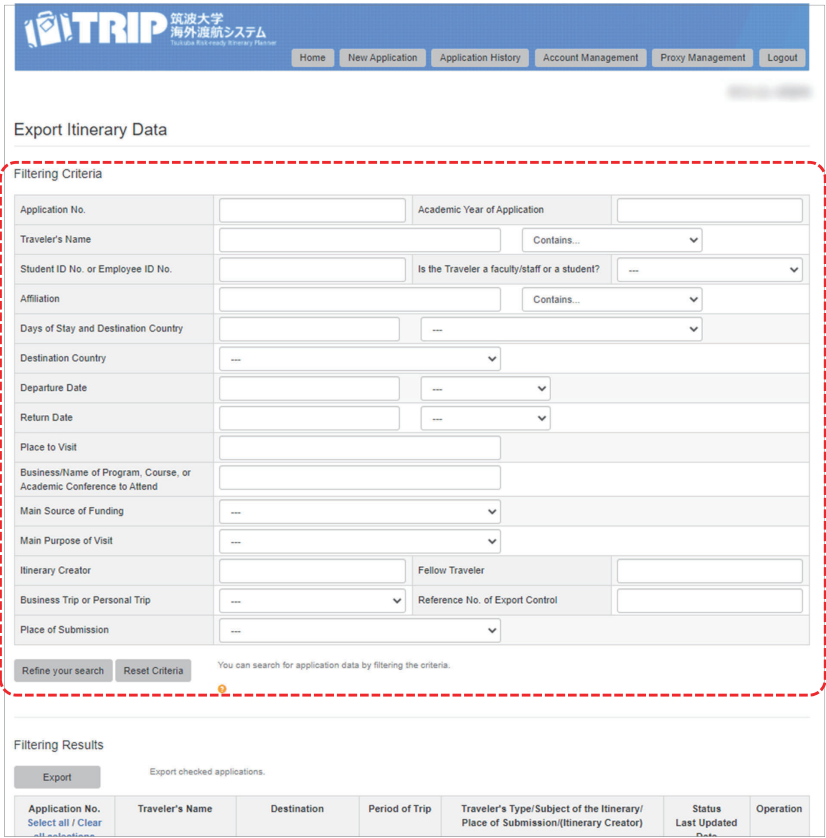


(1) Click "Application History" in the menu button shown at the top.



(2) Application History is shown. Click the "Export" button in the upper right corner.

- 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) 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.

Filtering Results

Export checked applications.

Export

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
<input type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>				Oneself / Faculty/Staff / Academic Service Office for / ()	In Progress	
<input type="checkbox"/>		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details

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

Filtering Results

Export checked applications.

Export

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
<input checked="" type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>				Oneself / Faculty/Staff / Academic Service Office for / ()	In Progress	
<input checked="" type="checkbox"/>		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details

(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".

Filtering Results

Export checked applications.

Export

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
<input checked="" type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>		Malaysia	2020-12-01 ~ 2020-12-06	Oneself / Faculty/Staff / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>				Oneself / Faculty/Staff / Academic Service Office for / ()	In Progress	
<input checked="" type="checkbox"/>		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details
<input type="checkbox"/>		Northern Mariana Islands (United States)	2020-10-27 ~ 2020-11-01	Oneself / Student / Academic Service Office for / ()	Completed	Details

(6) Click the "Export" button.

名前を付けて保存

PC > ダウンロード

ダウンロードの検索

整理 新しいフォルダー

PC

ライブラリ

ネットワーク

名前

更新日時

種類

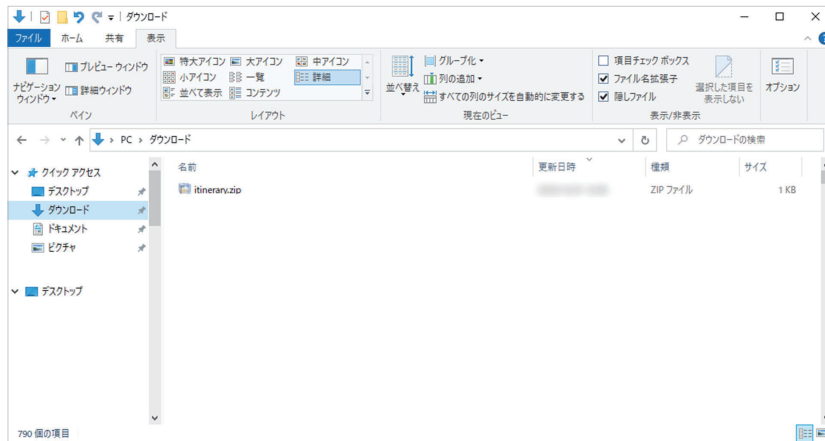
ファイル名(N): Itinerary.zip

ファイルの種類(T): ZIP ファイル (*.zip)

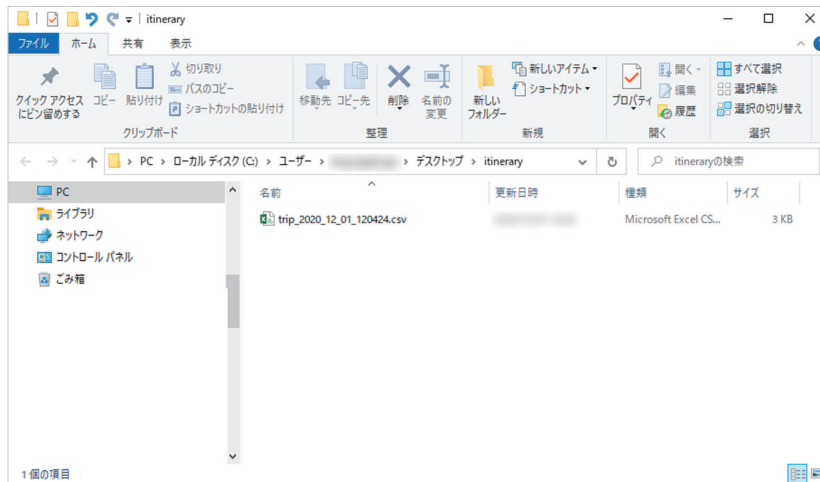
フォルダーの非表示

保存(S) キャンセル

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



(8) A ZIP file called "itinerary.zip" is output.



(9) When you extract the ZIP file, a CSV file with the file name "trip_XXXX_XX_XX_XXXXXX.csv" is output. Pass this CSV file to the user who is going to import the Itinerary data.

- Exported CSV files do not contain any personal information such as Account Information or Contact Information in Japan.
- Do not modify with Excel or text editor. It will not be imported properly.

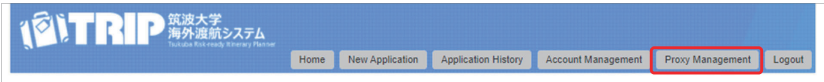
→ To import Itinerary data, see "2-2-(3) Importing Itinerary Data".

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

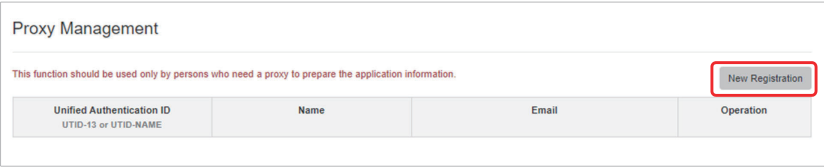
In addition to your own trip, the TRIP system allows any users to create an Itinerary for other user's trip as an Itinerary Creator. However, in this case, "Itinerary Succession" and "Acceptance" by the Traveler user are necessary. In cases where an Itinerary Creator needs to complete the TRIP system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



(1) Click "Proxy Management" on the menu button shown at the top.



(2) The Proxy Management screen is shown. Click the "New Registration" button in the upper right corner.

Proxy Registration

* Required item

1	Unified Authentication (UTID-13 or USERNAME) *	<input type="text" value="e.g.) Unified Authentication System ID"/>
2	Name *	<input type="text" value="e.g.) Taro Tsukuba"/>
3	Email *	<input type="text" value="e.g.) xxxxx.xxxxxx@u.tsukuba.ac.jp"/>

(3) Register a Proxy.

- To register, you need the information on "Name", "Email Address" and "Unified Authentication ID" of the Proxy user.
- 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 Registration

* Required item

1	Unified Authentication (UTID-13 or USERNAME) *	<input type="text"/>
2	Name *	<input type="text"/>
3	Email *	<input type="text"/>

(4) Input the Proxy's Name, Email Address, and Unified Authentication ID, and Click the "Confirm" button.

Proxy Registration

1	Unified Authentication (UTID-13 or USERNAME)	
2	Name	
3	Email	

[Register](#) [Back to Previous Page](#)

(5) The confirmation screen is shown.

In particular, make sure that the "Unified Authentication ID" and the "Email Address" are correct.

If it is fine, click the "Register" button.

TRIP 筑波大学 海外渡航システム
Tsukuba University Global Commons System

[Home](#) [New Application](#) [Application History](#) [Account Management](#) [Proxy Management](#) [Logout](#)

Registration completed.

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

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

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

TRIP <no-reply@trip.sec.tsukuba.ac.jp>
[海外渡航TRIP] 代理者権限が付与されました。Notification of Assignment as Proxy

宛先

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。

があなたに TRIP システム上で代理者権限を付与しました。
心当たりがない場合は に関連し、確認してください。

This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" system of the University of Tsukuba.

has assigned you as his/her Proxy on the TRIP system.
If you don't have this assignment in mind, please contact and inquire of the above user.

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

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グローバル・コモンズ機構
Global Commons, University of Tsukuba
<https://trip.sec.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

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Tsukuba University Global Commons System

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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

User Who Has Granted You the Proxy Authority

You can complete TRIP application of the following user's trip as a proxy.

Unified Authentication ID	Name	Email Address

(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 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

(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.

Proxy Registration

* Required item

1	Unified Authentication (UTID-13 or USERNAME)	
2	Name *	
3	Email *	

[Confirm](#) [Cancel](#)

(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.

Proxy Registration

1	Unified Authentication (UTID-13 or USERNAME)	
2	Name	
3	Email	

[Register](#) [Back to Previous Page](#)

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

TRIP 筑波大学 海外渡航システム
Tsukuba University Overseas Travel System

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Registration completed.

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

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

Delete a Proxy

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

(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.

trip.sec.tsukuba.ac.jp の内容

Are you sure you want to delete this application?

OK キャンセル

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

TRIP 筑波大学 海外渡航システム
Tsukuba Risk-ready Itinerary Planner (TRIP) System

Home New Application Application History Account Management Proxy Management Logout

Deletion completed.

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
---	------	-------	-----------

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

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

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

宛先

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。

があなたの TRIP システム上で代理者権限を削除しました。
心当たりがない場合は に連絡し、確認してください。

This email has been sent automatically by the "Tsukuba Risk-ready Itinerary Planner (TRIP)" system of the 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>

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グローバル・コモンズ機構
Global Commons, University of Tsukuba
<https://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 has deleted the Proxy Authority.

- Any Proxy user who wishes to delete the grant of Proxy Authority should contact the Traveler user and request the deletion of the Proxy Authority.

NOTE

