| Category | Destination (Place of business) | Reimbursable travel expenses | | | |
|----------------------------------|--|---|--|--|--|
| Short- distance (Day trip) | Prefecture Area Osaka Kyoto Hyogo Shiga Nara Wakayama Mie | Transportation expenses only | | | |
| Domestic | —Domestic day trip in Japan (except destinations above) —Any domestic travel requiring accommodation Regions and Prefectures Hokkaido Region Hokkaido Tohoku Region Aomori, Akita, Iwate, Miyagi, Yamagata, Fukushima Kanto-Koshin Region Ibaraki, Tochigi, Gunma, Saitama, Tokyo, Chiba, Kanagawa, Nagano, Yamanashi Tokai Region Shizuoka, Aichi, Gifu Hokuriku Region Nigata, Toyama, Ishikawa, Fukui Kinki Region Shiga, Kyoto, Osaka, Hyogo, Nara, Wakayama, Mie Chugoku Region Okayama, Hiroshima, Shimane, Tottori, Yamaguchi Shikoku Region Tokushima, Kagawa, Ehime, Kochi Northern Kyushu Region Fukuoka, Oita, Nagasaki, Saga, Kumamoto Southern Kyushu Region Miyazaki, Kagoshima Okinawa Region Okinawa | Transportation + Accommodation + Incidental expenses | | | |
| Overseas | Please see reverse side | Transportation+Accommodation+Incidental expenses • Transportation • Actual cost for incidental expenses • Actual cost for accommodation fee Please see the other side for the upper limit. | | | |

| Designated City - | | | Singapore | Los Angeles | New York | San Francisco | Washington D.C. | Geneva | London | |
|-------------------|-------------------|---|---|--|---|--|-----------------|------------|------------|--|
| | Accommodation fee | 23,800 yen | Moscow | Paris | Abu Dhabi | Jidda | Kuwait | Riyadh | Abidjan | |
| Region A | 19,800 yen | North America (Except the designated cities) | North American Continent (Except areas further south than Mexic | | | | | | | |
| | | | Greenland Hawaiian Islands Bermuda Islands (Except West Indies and Mariana Islands) | | | | | | | |
| | | Europe (Except the designated cities and Region B) | European Continent | Iceland | Ireland | England | Malta | а | | |
| | | | Cyprus and islands around the area (Including Azores, Madeira Islands and Canary Islands) | | | | | | | |
| | | Middle East (Except the designated cities) | Arabian Peninsula | Afghanistan | Israel | Iraq | Iran | Kuwait | Jordan | |
| | | | Syria | Turkey | Lebanon and islands around the area | | | | | |
| Region B | 15,800 yen | Europe · (Except the designated cities) · | Azerbaijan | Albania | Armenia | Ukraine | Uzbekistan | Estonia | Kazakhstan | |
| | | | Kyrgyzstan | Croatia | Kosovo | Georgia | Slovakia | Slovenia | Serbia | |
| | | | Tajikistan | Czech | Turkmenistan | Hungary | Bulgaria | Belarus | Poland | |
| | | | Bosnia-Herzegovina | | Former Yugoslav Republic of Macedonia | | Moldova | Montenegro | Latvia | |
| | | | Lithuania | Romania | Russia | | | | | |
| | | Asia (Except the designated cities and Japan) | Indochina Peninsula (Including Thai, Burma and Malaysia) | | | Indonesia | South Korea | East Timor | | |
| | | | Philippine | ilippine Borneo, Hong Kong and islands around the area | | | | | | |
| | | Oceania | Australian Continent | | New Zealand and islands around the area | | | | | |
| | | | Polynesia | Micronesia | Melanesia and | Melanesia and islands around the area (Except Hawaiian Islands and Guam) | | | | |
| Region C | 14,200 yen | Asia (Except Japan) | Asian Continent (Except the designated cities and Region B) | | | | | | | |
| | | Latin America | North American Continent further south than Mexico) | | South America | West Indies Easter Island and islands around the area | | | | |
| | | Africa (Except the designated cities) | African Continent | African Continent Seychelles Islands (Except Azores, Madeira Islands and Canary Islands) | | | | | | |
| | | | Madagascar | Mascarene Islands | | | | | | |
| | | Antarctic | Antarctic Continent and | d islands around the area | | | | | | |