

Manual for before trip application

1. Login to "AMABIE" via OKTA authentication

<https://rbs-gw.riken.jp/my.policy>

The image illustrates the login process for AMABIE via OKTA authentication. It is divided into three main stages:

- Authentication System Selection:** A screen with the RIKEN logo and the text "認証するシステムを選択してください。" (Please select the authentication system). Two options are listed: "Okta" (highlighted with a red circle) and "Shibboleth(ゲストの方はこちら_理研内のみ)".
- OKTA Login Form:** A form titled "以下に接続中 AMABIE" (Connecting to AMABIE below) and "自分のアカウントにサインインしてAMABIEにアクセスします" (Sign in to your account to access AMABIE). It includes fields for "サインイン" (Sign in), "ユーザー名" (Username), "パスワード" (Password), and a checkbox for "このコンピュータに記憶する" (Remember this computer). A blue "サインイン" button is at the bottom.
- AMABIE Dashboard:** The final screen shows the RIKEN logo, "AMABIEへようこそ" (Welcome to AMABIE), and a timer "1 days 23:59:49". Below is a menu titled "AMABIE_okta_menu" with icons for various systems: 出勤 打刻 (Attendance), 退勤 打刻 (Clock-out), 勤怠管理システム (日本語) (Time Management System - Japanese), Timesheet system(English), JINJI-Application (人事システム) (JINJI-Application - HR System), 出張システム (Travel System), 会計システム (Accounting System), 事務系職員人事評価システム (Administrative Staff HR Evaluation System), 会議資料システム (Meeting Materials System), and 全理研所内 COMMON (All RIKEN sites COMMON).

2. Select "Business trips (出張システム)"



AMABIEへようこそ

1 days 23:59:49

AMABIE終了

AMABIE_okta_menu ▾



出勤 打刻



退勤 打刻



勤怠管理システム (日本語)



Timesheet system(English)



JINJI-Application (人事システム)



出張システム



会計システム



事務系職員人事評価システム



会議資料システム



全理研究所内 COMMON

3. To change the language setting, go to personal setting and select "English." Then, click "Apply."

Click "Home" button on the upper right corner of the screen to return to the previous page.

出張システム business trip system

ログインユーザ ログアウト 個人設定 / Personal Setting

お知らせ・連絡事項

状態	種別	タイトル	日付
未読	お知らせ	Restriction of travel to Central and South America or Other Areas by pregnant personnel(Follow-up 5) / 妊娠中等の従業員の中南米等地域への渡航禁止について	2016/5/23
未読	お知らせ	Changes to RIKEN business travel policies / 旅費関連規定の改定	2016/3/11
未読	お知らせ	Advance payment request for travel expenses / 旅費前払日の指定について	2015/7/14

代行・代理機能を使用する

現在、代行・代理機能を使用しておりません。
代行・代理機能の使用は上部ボタンをクリックして下さい

各種申請・承認

マイトレイ 新規作成 検索

あなたが処理する必要のある文書の一覧です。

絞り込み条件

出張申請番号	文書名	ステータス	ID	出張者	所属・職名	出張開始日	出張終了日	国名1	都市名1	訪問先
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出張システム business trip system

ログインユーザ トップに戻る

あなた自身の設定 / Your Personal Setting

表示言語設定 Language

日本語 英語

適用 / Apply



出張システム business trip system

Logged in as Home


あなた自身の設定 / Your Personal Setting

表示言語設定 Language

日本語 英語

適用 / Apply

4. Select "New" tab and click "Authorization <domestic>"

 **出張システム**
business trip system

Logged in as Shimizu Yunike Log out 個人設定 / Personal Setting ?

Information/Notice

Status	Category	Title	Date
Unread	Information	Application for deletion request forms / 出張申請の削除依頼について	2015/5/15
Unread	Information	Q&A / よくある質問	2015/5/11
Unread	Information	Manual, Inquiries, etc... / マニュアル お問い合わせ先について	2015/5/11

Use substitute/proxy function

Substitute/proxy function is off
For use of substitute/proxy function, click the button above.

Application / Approval processes

My status table **New** Search




Select document

Document	Start date	End date
<input type="checkbox"/> Business Trip Application Form		
<input checked="" type="checkbox"/> Authorization <Domestic>	2013/08/08	-
<input type="checkbox"/> Authorization <Overseas>	2013/08/08	-

5. Your ID, name, affiliation, title and supervisor is automatically displayed. Check that it is correct, and copy and paste the Business trip period.


Notes:


Apart from those located at Wako, Tokyo, Yokohama and Tsukuba who are able to commute in time for the event, you may also stay the night before the event (September 5th). In that case, enter "2023/9/5" for the departure date.



Authorization <Domestic> [Request]   

出張の基本的な情報を入力し、「申請」ボタンをクリックしてください。
Enter basic business travel information and click "Apply".


Req. :Required field



1 Travelling employee 


Travelling employee 

Business trip period Req.  ~ 
Enter actual departure and return dates that encompass in-transit, annual leave, and other non-business days.

Affiliation/Title Req.

Supervisor Req. 

2  Basic business trip information 

Trip destination① Trip destination② Trip destination③ Trip destination④ Trip destination⑤ 

City Req.
Ex: Sendai

Destination institution / facility Req.
If you have several destination points, such as different campuses within the same university, enter

6. Copy and paste
City, Destination and
Purpose of visit as
shown.

2 **i** Basic business trip information

Trip destination① Trip destination② Trip destination③ Trip destination④ Trip destination⑤

City **Req.** Wako, Saitama
Ex: Sendai

Destination institution / facility **Req.** RIKEN Wako Branch
If you have several destination points, such as different campuses within the same university, enter campus names as well.
Ex : Tohoku University, Katahira campus

Purpose of visit **Req.** RIKEN Summer School 2023
Ex : Meeting with XX University Professor YY, who is the PO, to discuss how to proceed with the research for MEXT-commissioned "Target XX (Production)."

7. Choose "Yes" for Travel Expenses provided by RIKEN and copy and paste budget number as shown. For JRAs, IPAs and RSRs, please use the RIKEN Summer School budget number. For Student Trainees, please use the other specified budget.

4 Budget

Travel Expenses provided by RIKEN No Yes

For JRAs, IPAs and RSRs:

Budget1 100600 - 201801098105 - 342010
Research Personnel Affairs Section - 研究会事業 (RIKEN Summer School) - 旅費

For Student Trainee:

Budget2 100600 - 201959190002 - 649801
Research Personnel Affairs Section - 寄_一般18/若手研究者支援 - 特定寄附金

6. Please copy the Japanese text below and paste on "Remarks" then click the "Apply" button on the top right corner. Click "Enter" button at the upper right corner to confirm the entries are correct and to complete this application. If any corrections needed, click "Back" button to go back to the previous page.

Student Trainees : also complete the points in the next page, then click "Apply" and "Enter".

<NOTE>

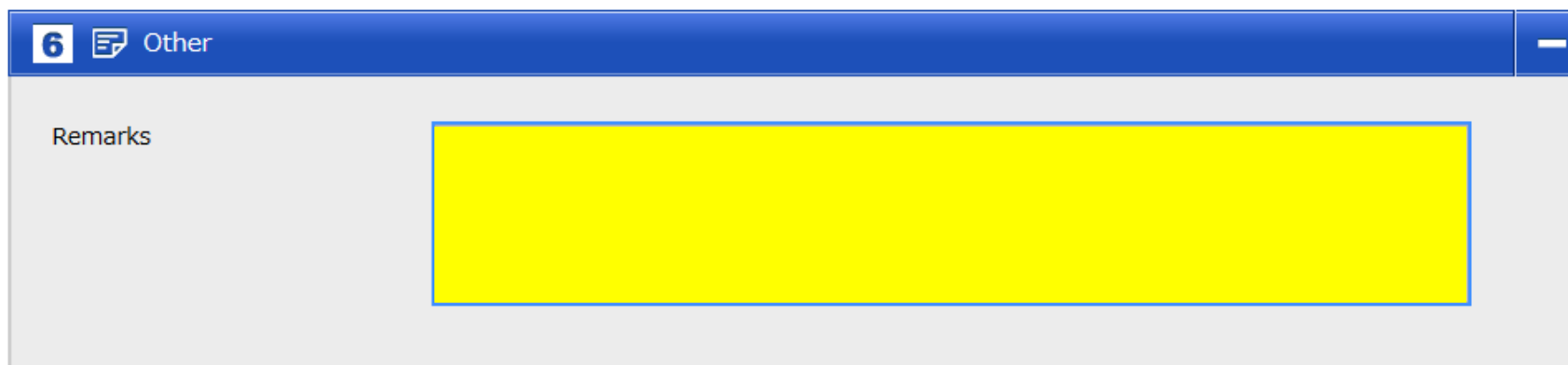
After you complete the application and your supervisor approves it, you will receive a confirmation email.

JRA, RSR and Student Trainee

- 和光構内宿舎居住者および和光事業所～徒歩圏内に自宅がある者以外は、宿泊が必要なら出張可能（旅費担当と調整済）。
- 宿泊料は規程額を支給(夕食の提供あり)。和光/東京/横浜/筑波事業所以外の方は前泊可。
- 日当は半額支給（前泊ありの場合、前泊日の日当は満額支給）

IPA

- 和光構内宿舎居住者および和光事業所～徒歩圏内に自宅がある者以外は、宿泊が必要なら出張可能（旅費担当と調整済）。
- 宿泊料は規程額を支給(夕食の提供あり)。和光/東京/横浜/筑波事業所以外の方は前泊可。
- 日当不支給



The screenshot shows a web application window with a blue header bar containing a tab labeled '6 Other'. Below the header, there is a 'Remarks' label on the left and a large yellow rectangular area on the right, which is the input field for the remarks. The yellow area is currently empty, indicating that the user is to paste the Japanese text from the instructions into this field.

研修生のみ！ For Student Trainee only!

7. Do not choose any of the numbers in "8. Reason for business trip" but paste the following Japanese text in the bottom column of "8. Reason for business trip". Attach the document shown in the link below to the "Attached documents" button (where the red arrow points). Then click the "Apply" button on the top right corner. Click "Enter" button at the upper right corner to confirm the entries are correct and to complete this application. If any corrections needed, click "Back" button to go back to the previous page.

Paste the following Japanese text in the column shown yellow:

(6)研究所、センター、本部及び事業所（以下、センター等）単位で主催するセミナー、プログラム等に参加するとき。

The screenshot shows a web form titled "Reason for business trip" (例外的な出張の理由). It has two main sections:

- 研修生を出張させる場合 (Reason for business trip):** This section contains a list of reasons with radio buttons. The third option, "③研究所と研修生が所属する大学・大学院との共同研究等に参加するため。", is selected. Below the list is a "添付資料" (Attached documents) section with a "ファイル添付" (Attach file) button. A red arrow points from the text in the second section to this button.
- その他例外的な出張の場合 (Other exceptional business trip cases):** This section contains a text box with a yellow background. The text inside reads: "(6)研究所、センター、本部及び事業所（以下、センター等）単位で主催するセミナー、プログラム等に参加するとき。" Below this text is a smaller note: "例：100km未満の旅行だが、前日の会議の終了予定が23時であり、翌日同場所ですべて会議が始まるため、同地に宿泊し休息をとる必要がある。"

At the bottom right of the form, there is a "ページTOPに戻る" (Return to top of page) button.

Attach the document shown in the following link:

<https://riken-share.box.com/s/caww11gng5n4mrgvrgxbvbaxx4fl5d2q>