

Guidelines of Subsidy for Incentive-travel Invitation

Article 1. (Purpose)

These guidelines are to define requirements of the subsidy for accommodation expenses, which are paid to travel agencies who invite incentive travels to Kumamoto city from Japan and overseas, in order to promote incentive-travel invitations to Kumamoto city and to contribute to revitalization of regional economies.

Article 2. (Definition of term)

For the purposes of these guidelines, the term incentive travel shall mean study tour (includes inspection of facilities in Kumamoto city), commendation and reward travels which are held by a company or the like (hereinafter referred to as “Organizer”) for its employees.

Article 3. (Target of subsidy)

Incentive-travel invitations which satisfy the following conditions should be applicable for the subsidy:

- (1) Travel to Kumamoto city from outside of Kumamoto prefecture
 - (2) Total over-night guests in Kumamoto city are 30 or more
2. Notwithstanding the provisions of the preceding paragraph, invitations regarding incentive travels which correspond to any of the following items should be ineligible for the subsidy:
- (1) Travel relevant to religious and political activities
 - (2) Routine business trip of a company or the like
 - (3) Other travels which recognized to be inappropriate

Article 4. (Amount of subsidy)

The amount of subsidy per corresponding incentive travel shall be calculated by multiplying 2,000 Japanese Yen per participant by the number of over-night stay and shall be limited to 100,000 Japanese Yen.

Article 5. (Application)

A person who intends to apply for the subsidy (hereinafter referred to as “Applicant”) shall be a travel agency who makes a plan and arrangement of the corresponding incentive travel in response to a request from Organizer, and should submit the following forms and documents to the representative director by one month before the scheduled date of the corresponding incentive travel; provided, however, that this shall not apply in cases where the representative director deems that there are special reasons.

- (1) Application for Subsidy of Incentive-travel Invitation (Form No. 1)
- (2) Travel plan or schedule
- (3) Participants list (unfixed)
- (4) Rules and articles of Applicant, and a copy of the certificate of registration issued by the commissioner of the Japan Tourism Agency and/or prefectural governor
- (5) Documents issued by Organizer to certificate that the corresponding tour is an incentive travel
- (6) Other documents that the representative director requires

Article 6. (Decision of subsidization)

When an application of the preceding article is made, the representative director should decide the subsidization by examination of documents and an investigation as needed.

2. The representative director should notify the applicant of the subsidization in Notification of Subsidization (Form No. 2) when it is decided pursuant to the preceding paragraph.

Article 7. (Report of completion)

Applicant should submit the following forms and documents to the representative director within one month after completion of the corresponding incentive travel:

- (1) Completion Report of Incentive-travel Invitation (Form No. 3)
 - (2) Travel plan or schedule (fixed)
 - (3) Participants list (fixed)
 - (4) Certificate of Number of Guests
2. If Applicant fails to submit the forms and documents of the previous paragraph within one month after completion of the corresponding incentive travel, the Applicant should submit Statement of Reasons for Delay in Reporting Completion of Incentive-travel Invitation (Form No. 4) and explain the reasons of the delay in it.
 3. The representative director should accept the submitted forms and documents in paragraph 1 after one month from completion of the corresponding incentive travel only when it is determined that there were compelling reasons for the delay.

Article 8. (Decision of amount of subsidy)

The representative director should inspect the report of the preceding article and decide the amount of subsidy, which shall be notified to Applicant in Notification of Amount of Subsidy (Form No. 5).

Article 9. (Request for subsidization)

Applicant who receives the notification in the preceding article should make a request for subsidization to the representative director in Request for Subsidy of Incentive-travel Invitation (Form No. 6).

Article 10. (Payment)

When a request is made pursuant to the preceding article, the representative director should immediately make a payment of the subsidy which was decided pursuant to Article 8 to the account of the financial institution specified by Applicant in Japanese Yen.

Article 11. (Cancellation)

If Applicant cancels such incentive travel regarding invitation for which subsidization was decided pursuant to Article 6 or declines the subsidization for reasons of Applicant, the Applicant should submit Application for Cancellation of Subsidization (Form No. 7) to the representative director without delay.

Article 12. (Revocation of subsidization)

In any of the cases set forth in the following items, the representative director may revoke the subsidization of the corresponding subsidy:

- (1) The form specified in the preceding article is submitted
 - (2) Completion report in Paragraph 1 of Article 7 is not submitted and the reasons of delay based on Paragraph 2 of Article 7 are not found to be appropriate
 - (3) Content of completion report in Paragraph 1 of Article 7 does not satisfy the requirements of Article 3
 - (4) Applicant has made a false application and has violated other requirements of these guidelines
2. Provisions in the preceding paragraph shall be applicable even after the decision of the subsidization is made, and the representative director may demand for a refund of the subsidy which has already been paid.
 3. The representative director should notify the corresponding Organizer of revocation of the subsidization pursuant to Article 1 in Notification of Revocation of Subsidization (Form No. 8).

Article 13. (Miscellaneous provisions)

Other necessary matters, in addition to what are provided in these guidelines, shall be prescribed separately.

Supplementary provisions

The date of implementation of these guidelines will be decided by the representative director separately.

These guidelines shall come into effect on July 1, 2013.

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