

**The American Institute of Architects Japan Chapter (AIA Japan)
Financial Transactions Handling Policy**

(Adopted January 1, 2019)

1. Bank Account

AIA Japan maintains an ordinary savings account at Ebisu Branch of Mizuho Bank under the name and the corporate taxpayer number of "Ippan Shadan Hojin Amerika Kenchikuka Kyokai Nihon Shibu" (The American Institute of Architects Japan Chapter General Incorporated Association).

2. Disbursement**1) Event Related Expenses**

The budget for pre-scheduled events shall be determined in the annual budget. The event organizing chair person shall plan expense incurring transactions with vendors beforehand, and report to Treasurer the expected amount(s) and timing of payments. Treasurer shall review and approve the disbursement scheme, or alert the Board of Directors for revision of the budget for approval. Treasurer is responsible for making payments upon receipt of invoices from vendors and of receipts of payment of honorarium from lecturers and award jurors. The invoices and receipts, in hard copy, shall be kept in file for 10 years in accordance with the law of Japan.

2) Travel Stipends

AIA Japan gives a stipend, when it is allocated in the budget, to those who travel to an overseas AIA event to represent the chapter. To claim the stipend, the recipient must submit to Treasurer by e-mailing an electronic copy, the invoice addressed to AIA Japan, with the proofs of payment, the sum of which exceeds the pre-determined stipend amount, according to a format specified by Treasurer. Treasurer is responsible for making the payment upon receipt of invoice as long as it agrees with the provision of the budget. The invoices, in hard copy, shall be kept in file for 10 years in accordance with the law of Japan.

3) Reimbursable Expenses

For miscellaneous expenses incurred by a member on behalf of AIA Japan, he/she must submit the invoice addressed to AIA Japan, with the proofs of payment according to a format specified by Treasurer, by e-mailing its electronic copy to Treasurer with carbon-copy to all the officers. Treasurer is responsible for verifying that the said expense is acceptable within the budget, and making the payment within one month of receipt of the invoice unless it is disapproved by one of the officers. The invoices, in hard copy, shall be kept in file for 10 years in accordance with the law of Japan.

4) Recurring Expenses

Expenses such as the International Region dues, insurance premiums, web hosting charge, telephone and other utility charges and office space rent, when applicable, shall be paid by Treasurer at his/her discretion according to the approved budget of the year. The invoices, proofs of payment, contract documents, etc. that show the amounts owed, shall be, in hard copy, kept in file for 10 years in accordance with the law of Japan.