

AISA Chaperone Notes: **Busan** <http://sabers.senri.ed.jp/coaches.html>

General notes for all AISA teams traveling to Busan. AD will provide more details, too.

1. **Sub request form and business trip form:** Fill out and submit, please.
2. **Traveling championship plaque:** Take (if we have) and bring back, please.
3. **Payment, permission:** Please remind players.
4. **Gifts:** Players should present small gift to host families – cookies, senbei, thank you card... Buy in advance or at the airport...
5. **Tournament program:** E-mailed to you. Will receive paper copies there.
6. **Homestay list:** E-mailed to you. Will receive paper copies there.
7. **Flight tickets, itinerary:** Electronic copies e-mailed to you; paper copies given to you.
8. **Travel insurance booklet:** Given to you.
9. **Hotel:** Rooms booked by host school. Invoice given to you. [Seacloud Hotel](#).
10. **Money:** AD will give you envelopes containing yen, Won, and US dollars. Exchange yen at KIX or at Gimbae for tournament expenses. (Gimbae *might* have better rates. Either place, up to you.) Please do NOT exchange more than amount in envelope (e.g., do not put in some of your own money to make an even amount). Please keep separate each envelope of advance money and use money separately for its intended purposes. Keep all receipts, including those for currency exchange, cell phone, taxis, hotels, t-shirts, event fees, everything. (If you do not have a receipt for something, you will be liable for payment – business office policy.) Reconvert leftover Korean Won back into yen at Gimbae before departure while waiting to board (or at KIX if necessary).
11. **ENVELOPE #1 – Entry fee**
 - **Entry fee:** US\$200 cash in envelope OR
 - **Entry fee:** Convert enough yen (about ¥21,000) to get two (2) \$100 bills, exactly \$200. Give \$200 to host AD; get receipt.
 - **Leftover yen:** Keep with you (in yen). Convert into Won later if necessary.
12. **ENVELOPE #2 – Hotel, cell phone, coaches t-shirts, taxi money** (about ¥120,000)
 - Convert all yen into Won at KIX or Gimbae and then re-convert all leftover Won back into yen at the end of the trip.
 - **Hotel *might* be paid for in advance with school credit card.**
 - **Cell phone, coaches t-shirts, taxis:** Receipts, please.
 - **Leftover yen:** Keep with you (in yen). Convert into Won later if necessary.
13. **ENVELOPE #3 – Emergency medical money, 515,000 Won:** Let's hope you do not need to use this. Receipts, as always.
14. **Cell phone:** Rent one (or two, if you think it is helpful) at the counter at Gimbae. Easy, cheap. You will need it for homestay calls each night. You might need a deposit of up to 20,000 yen. You might be able to use your credit card for the deposit. If not, and if necessary, convert more Yen cash into Won for the deposit.

- 15. Long bus ride from airport:** Bring drink, snack. Collect t-shirt money at this time.
Also, be sure to give your cell phone number to students while on bus.
- 16. Taxis:** Make sure you get a receipt each time. Or, pay yourself. Pretty cheap.
- 17. Hotel costs:** Invoice given to you. Estimated W132,000 per night x 3 nights x 2 rooms = **W792,000**. This should include breakfast; if it doesn't, pay for breakfast with Won from the hotel/cell phones/t-shirt fund. Upon check in, double check total cost to make sure you have enough Won – just to avoid any surprises upon checkout. Upon checkout, pay for in Won cash. **OR: Hotel might already be paid for in advance by school credit card.**
- 18. T-shirts:** Students must pay themselves – 10,000 Won (about ¥1000). Collect Won cash from each student on bus from airport. Give this money to AD for students' t-shirts; no receipt needed for student t-shirts. You coaches pay separately for coaches' t-shirts using “hotel/cell phone/t-shirt/taxi” money; get receipt with correct amount – one that does not include students' t-shirts on it. I e-mailed the AD about this, but if she doesn't have a correct receipt ready, please ask her to make up a new one.
- 19. Homestay calls:** Please be diligent about this. Thank you.
- 20. Coaches dinner, hospitality room food and drink:** Provided by host school. No cost.
- 21. Per diem money, ¥5000 per day:** Please fill out white “request for payment” form and yellow “supplemental travel expense” form (by yourself) either in advance or after you return. Department #41. Sign and submit to AD. You will not get cash now; money will be deposited into your bank account later.
- 22. Personal food, drink, shopping, taxis:** Not reimbursed by school; comes from per diem money. You shouldn't often need to buy your own food and drink, what with the hotel breakfasts, tournament hospitality lunches, Friday night coaches dinner, and Saturday evening banquet.
- 23. KIX transportation for coaches:** Please arrange your own transportation to/from KIX, but list the costs on the yellow “supplemental travel expense” form when applying for your per diem. No school bus.
- 24. Championship, sportsmanship plaques:** Bring back, please.

What have I missed? Please just let me know if you have questions.

Thanks!

Bon voyage.

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