Japan Commute Allowance FAQs

1. How should I submit my expense?

You are required to complete the Commute Expense Report and attach it as a receipt in the expense report. If you pay for a monthly pass, you need to attach both commute report and pass purchase receipt in Concur.

2. Can I expense the cost of commuting from home directly to the client's site under Commute Allowance Program?

No. Business related expenses should be submitted following the Travel and Expense Reimbursement Policy (PDF).

3. Should I use Corporate Credit Card to pay for commute expense?

No, you should NOT use company credit card for commute expenses. Please use only your personal credit card or cash.

4. Can I submit multiple commute expenses per month?

As a best practice, you should only submit your commute expense once a month for approval.

5. Can I submit multiple months in one expense report?

No, you must submit each month separately. Whilst you can submit several reports at a time, they must be for each individual month's expenses. Remember, there is a monthly cap of JPY150,000. However, you are allowed to submit monthly, 3-monthly and 6-monthly pass reimbursement if that's more cost-effective.

6. Must I buy daily commute passes?

Not at all. You can purchase the commute passes that work best for you. You may find that purchasing monthly, 3 monthly or 6 monthly passes will reduce your overall cost and reduce the number of times you need to claim a reimbursement during the year.

7. What information do I need to provide in the commute expense report?

Enter your employee information, complete all commute details (including required route for insurance and audit), and fill in either the Monthly or Daily section.

7. Can I commute by air or Shinkansen?

Unfortunately, no, Adobe generally does not allow employees to commute by air or Shinkansen. If you have a compelling reason to commute by Shinkansen , you must obtain an exceptional approval from your manager and HR. Please consult with your manager and ERC in advance.

8. Who should I reach out if I have questions?

Questions Related To:	**Reach Out To:**
Policy	Employee Resource Centre
Expense (e.g, system, status, payment)	Expense Team