**Travel Requisition Form [for Faculty]** \* Be sure to fill in the reverse side also.

**Business Trip Plan** [Check the applicable box: 🞏 Research 🞏 University Affairs (Supervised by Office)]

Date of Request: MM/DD/YYYY

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Person Making the Business Trip | Affiliation | | | | Position | | Name | | | |
|  | | | |  | |  | | | Seal |
| Destination | Within Japan | Prefecture　　　　　　　Municipality | | | | | Period | From MM/DD/YYYY to MM/DD/YYYY  days/ nights ( night(s) on the plane) | | |
|  | | | | |
| Overseas | Country/City | | | | |
|  | | | | |
| Danger Information: 🞏 No 🞏 Yes (🞏 Exercise sufficient caution 🞏 "Postpone any non-necessary, non-urgent trips.") \*Cancel your trip if the danger information states, "Postpone all trips." Travel is prohibited if the danger information states, "Please evacuate. Postpone all trips."  MOFA Overseas Safety Website: http://www.anzen.mofa.go.jp/index.html | | | | | | | | | |
| Action Plan | MM/DD | | Day | Business destination | | Content of business | | | Check all that apply: | |
| / | |  |  | |  | | | ( ) Collection of data  ( ) Conference (guest speaker)  ( ) Conference (research presentation)  ( )Conference (attendance only)  ( )Other | |
| / | |  |  | |  | | |
| / | |  |  | |  | | |
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| / | |  |  | |  | | |

**Plans for classes and exams** [Check if applicable: 🞏 No lectures, classes or experiments on the day or during the period of the business trip]

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Classes in Charge | Name of College/Graduate School | MM/DD | Day | Period | Name of the course | | Cancellation of class | \_th time this year | Plan for makeup class |
|  | / |  |  |  | | Yes/No |  |  |
|  | / |  |  |  | | Yes/No |  |  |
|  | / |  |  |  | | Yes/No |  |  |
|  | / |  |  |  | | Yes/No |  |  |
|  | / |  |  |  | | Yes/No |  |  |
| Plan for Exams | Name of College/Graduate School | MM/DD | Day | Period | Name of the course | | Arrangements for supervisors | | |
|  | / |  |  |  | |  | | |
|  | / |  |  |  | |  | | |
|  | / |  |  |  | |  | | |
| Plan for Makeup Exams | Name of the course | Evaluation Method | | | | Grader (provide names of individuals who will replace you) | | | Remarks |
|  |  | | | |  | | |  |
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\* The following should be filled in by the pertinent administrative office. Approval of the head of the college is required for business trips while the cancellation of classes and makeup classes should be approved by Associate Dean.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Final Decision (Dept. Head) | Associate Dean | Head of Sciences |  | Administrative Manager | Person in charge of General Affairs |  |  |  |
| Seal | Seal | Seal |  | Seal | Seal | Executive Committee Meeting | MM DD YYYY |
|  | Faculty Council/Arts Meeting/Sciences Meeting | MM DD YYYY |
| Receipt of Overseas Travel Report | MM DD YYYY |
| MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |  | MM/DD/YYYY | MM/DD/YYYY | In cases where travel expenses need not be paid, such as a trip at private expense, the original request form shall be stored at the administrative office of the department one belongs to. | |
| In principle, you should refrain from making business trips to areas designated as Danger Level 1 and 2. However, if a business trip has to be made due to compelling reasons, approval should be given only after ➀ the said person and the person who has the authority to approve the trip have confirmed how to ensure safety and the appropriate safety measures are taken.  Then ➁ the college administrative office submits a copy of the approved Travel Requisition Form to the Office of Human Resources and ➂ send the original to the section in charge of expenses. | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the person making the business trip | ID Number of Faculty /  Administrative Staff | | | | | | |
|  |  |  |  |  |  |  |  |

**Statement of Travel Expenses** **Reverse Side**

**For research business trips, fill in the area in the bold line. For university business, fill in the areas in the bold line and the dotted line.**

**(Materials that confirm destination, schedule, content of business, and other details of business trip plan [Must be attached])**

If you will engage in multiple business activities in a single business trip, this is required for each activity/objective.

|  |  |  |
| --- | --- | --- |
|  | Discussion, interview, etc. | Appointment e-mail, letter of request, etc. (that confirms date/time, location, etc.) |
|  | Material gathering, fieldwork, etc. | In action plan space on front side, describe in detail in 1-day units. If entry space is insufficient, create separate sheet (form optional). |
|  | Academic conference, workshop, etc. | Event information, website screenshot, etc. (if presenter, submit your name, date/time, and other confirmable details) |

**[Spending budget]** \* Write in the name of the research representative below if the budget type is collaborative research, such as KAKENHI, or Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | University Business  ( Office) |  | Individual Research Allowance | Grants-in-Aid for Scientific Research - KAKENHI - | | | | | |
|  | Research Environment Enhancement Funds |
|  | Provision of travel expenses not necessary |  | Program for Application of the Grants-in-Aid for Scientific Research (KAKENHI acquisition promotion) |  | Scientific Research on Innovative Areas |  | Challenging  Exploratory  Research  Challenging  Research ( ) |  | Young Scientists ( )  Early-Career Scientists |
|  | Delegated Research/Collaborative Research/Contributions for Encouraging Research  ( ) |  | Program for International Dissemination of Research Results |  | JSPS Research Fellows |  | Research Activity Start-up |  | Scientific Research ( ) |
|  | Other Internal Programs  ( ) |  | [Share of the Grant-in-Aid] |  | Other ( ) | | |
|  | Other External Funds ( ) | Affiliation of Representative: Item: | | | | |

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| Name of the Research Representative\* | | | | | | | [Notes to Executive Office] Supplementary explanation regarding material that confirms business trip plan | | | | | | | | | | |
|  | | | | | | |
| [Reason for previous/following night accommodation application] | | | | | | |
| 🞏 [ |  | | | | | | | | ] → If it is necessary to depart from the departure station or station closest to your residence before 7 a.m., payment will be made for the previous night's accommodation.  ] → If you arrive at the departure station or station closest to your residence at 10 p.m. or later on the day of a business trip, payment will be made for that night's accommodation. | | | | | | | | |
| 🞏 [ |  | | | | | | | |
| Travel Expenses Breakdown | | MM/DD | Departure to Destination | | | | Railway km | Rail/air/bus fare | | Other | | Daily Allowance | | Accommodation Expenses | | | Remarks |
| / |  | to | |  |  |  | |  | |  | |  | | | 🞎Daily allowance not necessary  🞎Reduce daily allowance  ( )  🞎Accommodation expenses not necessary  🞎Reduce accommodation expenses  ( ) |
| / |  | to | |  |  |  | |  | |  | |  | | |
| / |  | to | |  |  |  | |  | |  | |  | | |
| / |  | to | |  |  |  | |  | |  | |  | | |
| / |  | to | |  |  |  | |  | |  | |  | | |
| / |  | to | |  |  |  | |  | |  | |  | | |
| Subtotal | | | | | yen | | | yen | | yen | | yen | | |
| Total Travel Expenses | | | | | yen | | |  | | | | | | | |
| Budget to cover the deficiency | | Budget Type | | | | | Total Amount | | | Travel Allowance Limit 🞎 150,000 yen 🞎 100,000 yen  (Transfer 50,000 yen to material allowance) | | | | | | | |
| ➀ | | | | | yen | | | Amount of Travel Allowance already paid | | | | | yen | | |
| ➁ | | | | | yen | | | Balance (maximum for this trip) | | | | | yen | | |
| ➂ | | | | | yen | | | Amount appropriated to Material Allowance | | | | | yen | | |
| Disbursement Breakdown | | Spending Budget  Accounting  Item/Recipient | | |  | | |  | | |  | |  | | | Total | |
|  | | | yen | | | yen | | | yen | | yen | | | yen | |
|  | | | yen | | | yen | | | yen | | yen | | | yen | |
|  | | | yen | | | yen | | | yen | | yen | | | yen | |
| Total | | | yen | | | yen | | | yen | | yen | | | yen | |

<Budget Unit>

\* Approval should be obtained by the person in charge of the budget unit when it involves the appropriation to material allowance.

Approved by\*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slip number of the original form to be used when creating more than one disbursement request (Entry of this number is not required when creating only one disbursement request) | | | | | | | | | | | | | | Checked by | Receipt by a person in charge |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Do not use this section for the Division of Research

|  |  |
| --- | --- |
| For Budget Unit Use Only | \* If there are separate payments, place a check in the corresponding □ below and fill in the paid section.  □ Payment to a business [□Plane ticket\* □Accommodation expenses □ Rental car\* □Taxi ticket\* □Other\* ( )]  □ Taxi usage (Personal reimbursement)\* : Attach receipt(s) to this form.  □ Payment from outside the University\* : Attach receipt(s) to this form.  □ If there is a business trip on the same day\* : Attach document(s) that can be used to confirm the content of business trip (schedule, public transportation means, departure and destination, etc).  □ For travel expenses / transportation expenses via various rules or agreements other than the Rules for the Provision of Travel Expenses for The Ritsumeikan Trust\* : Attach document(s) that can be used to confirm the necessary information.  ➤Indicate the paid section for the \* items above: to |

\* Personal information on this form will not be used for any purpose other than the payment of travel and transportation expenses. The University will destroy this form after the safekeeping period.

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