Statement of Academic Conference Registration/Attendance Fees

Issued by： （Seal/Signature）

Issued Date：

**Amount of Payment** (Please specify the payment currency)

* **A**　　Amount of payment includes registration fee, attendance fee and fees for conference materials only.
* **B** Amount of payment also includes fees for other items than registration fee, attendance fee and fees for conference materials. (food and beverage cost, lodging fees etc.)

\*If the payment falls under case B, please specify the breakdown (including items and each amount) below. If the breakdown is unknown or not disclosed, please check the appropriate boxes.

Disbursement for academic conference registration/attendance fees cannot be made in cases where the breakdown is not submitted.

<BREAKDOWN>

\* If the payment falls under case B, please specify the breakdown (including items and each amount) below. If the breakdown is unknown or not disclosed, please check the appropriate boxes.

* 1)　Registration fees, Attendance fees, Fees for conference materials

 **Total Amount of 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 2) Fees for items other than 1)　（Please check the appropriate boxes below）

 **Total Amount of 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Lodging Expenses
* Food and Beverage (coffee break, lunch etc)
* Society Gathering Fee (reception, dinner etc)
* Others (fees for : )

**Total Amount of 1) and 2)　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

※Total amount must be equal to the amount of payment.

*RitsumeikanUniversity* provides support for the academic conference registration fees and attendance fees to encourage our graduate students’ research activities. Academic conference registration/attendance fees can be disbursed only if the fees must be paid to attend or give a presentation in the academic conference. (Fees for academic proceedings, papers, etc that must be paid as part of registration/attendance fees are applicable here.) Lodging expenses, food and beverage cost and social gathering fees do not apply. If these items are included in the conference/attendance frees, a documentation showing the breakdown and the amount which was issued by the host or sponsor of the academic conference must be submitted. We appreciate your kind understanding and cooperation.

Other formats equivalent to this form are acceptable.

Contact: Ritsumeikan University, Office of Graduate Studies

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