**Front Side**

**Fill in areas enclosed by bold lines.**

**Ritsumeikan University Statement of Travel Expenses**

**[for faculty holding two posts (part-time lecturers, teaching lecturers, visiting professors) / adjunct administrative staff]**

The application below is for a faculty member who holds two posts and will take a business trip required for a research activity of this university.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Application |  | MM |  | DD |  | YYYY |
| Research representative/research partner(Researcher of this university with authority to disburse budget funds) |  | Seal |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Person Making the Business Trip | Name |  | Seal | ID Number of Faculty / Administrative Staff |  |  |  |  |  |  |  |
| Affiliated unit(this university) |  | Position(this university) |  |
| If primary affiliated institution exists | Primary affiliated institution |  |
| Need Request for Business Trip?(Check applicable box to right.) | 🞏 | Please issue to primary affiliated institution. |
| 🞏 | Issuance not necessary. |
| If no primary affiliated institution\*1 | Home address |  |  |  |  |
|  |
| "Departure station" for travel expense calculation(Check applicable box to right, and enter name of railway company and station.) | 🞏 | Primary affiliated institution | Railway company: |  |
| 🞏 | Home | Station: |  |
| If bus connects from your primary affiliated institution or home to aforementioned "departure station", enter name of bus company and bus stop. \*2 | Bus company: |  |
| Bus station: |  |
| Period | From MM/DD/YYYY to MM/DD/YYYY( nights days, including nights in vehicle, etc.) |
| Action Plan | Schedule | Destination\*3 | Business destination | Content of business |
|  | / |  |  |  |  |
|  | / |  |  |  |  |
|  | / |  |  |  |  |
|  | / |  |  |  |  |
|  | / |  |  |  |  |
|  | / |  |  |  |  |
|  | / |  |  |  |  |

\*1 Even if a primary affiliated institution exists, enter your home address if the "station closest to home" is the "departure station".

\*2 For a domestic business trip, enter the prefecture and municipality; and for an overseas business trip, enter the country and city.

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**Fill in areas enclosed by bold lines.**

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

**Statement of Travel Expenses Reverse Side**

**(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 |  | ChallengingExploratoryResearchChallengingResearch ( ) |  | 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: |

|  |  |
| --- | --- |
| 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 |  |
| Disbursement Breakdown | Spending BudgetAccounting 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>

|  |  |  |
| --- | --- | --- |
| 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 |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* 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.