**Ritsumeikan University Statement of Travel Expenses**

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

**(for students and persons outside o**f **the University) Front Side**

The application below is for a person outside the University who will take a business trip required for a research activity of the University.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Application |  | MM |  | DD |  | YYYY |
| Research representative/research partner  (Researcher of the University with authority to disburse budget funds) |  | | | | | Seal |
| \*In the case of a student, the business trip must not affect any class or course that he/she is taking. Also, before applying for an overseas business trip, check the information on danger for the trip destination on the MOFA Overseas Safety Website. | | | | | | |

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| Person Making the Business Trip | Name | |  | | | | | | | | | | | Seal | | Date of Birth | | | | | | | |  | | | | MM | | |  | | | DD | |  | | | | YYYY | |
| If employed at research institution, etc. | | | | | | | Affiliated unit  (Research institution) | | | |  | | | | | | | | | | | | | | | | Position | | | |  | | | | | | | | | |
| Need Request for Business Trip?  (Check applicable box to right.) | | | | | | | | | | | | 🞏 | | Please issue to affiliated research institution. | | | | | | | | | | | | | | | | | | | |
| 🞏 | | Issuance not necessary. | | | | | | | | | | | | | | | | | | | |
| If college/graduate student | | | | | | |  | | | | | University | | | | |  | | | | | | | | College/  Graduate School | | | | | | | | |  | | | -year student | | | |
| Home address | |  |  | |  |  | | | | | | | | | | | | | | | | TEL | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| E-mail | | | | |  | | | | | | | | | | | | | |
| “Departure station” for travel expense calculation  (Check applicable box to right, and enter name of railway company and station.) | | | | | | | | 🞏 | Affiliated research institution | | | | | | | | | | | Railway company: | | | | | | | | |  | | | | | | | | | | | |
| 🞏 | Home | | | | | | | | | | | Station: | | | | | | | | |  | | | | | | | | | | | |
| If a bus connects from your affiliated research institution or home to the aforementioned “departure station,” enter the name of the bus company and bus stop. | | | | | | | | | | | | | | | | | | | | Bus company: | | | | | | | | |  | | | | | | | | | | | |
| Bus station: | | | | | | | | |  | | | | | | | | | | | |
| Bank Account | Name of the Bank | | | | |  | | | | | | | | | Bank | | Name of the Branch | | | | | | | |  | | | | | | | | | | | | | | Branch | | |
| Furigana | | | | |  | | | | | | | | | Account Number  Ordinary/Checking | | | | | | | | | |  | |  | |  | | |  |  | | | |  | | | |  |
| Account Holder Name | | | | |  | | | | | | | | |
| Period | From MM/DD/YYYY to MM/DD/YYYY  ( nights days, including nights in vehicle, etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action Plan | Schedule | | | | Destination\*1 | | | | | | Business destination | | | | | | | | Content of business | | | | | | | | | | | | | | | | | | | | | | |
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\*For a domestic business trip, enter the prefecture and municipality; and for an overseas business trip, enter the country and city.

Division of Research Form 2-3, April 2023 Version

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

**Statement of Travel Expenses Reverse Side**

|  |
| --- |
| Name of the person making the business trip |
|  |

**(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 | | | | | | | | | |
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|  | | | | | | |
| [Reason for previous/following night accommodation application] | | | | | | |
| 🞏 [ |  | | | | | | | | ] → Due to the reasons stated on the left, it would require departure before 7:00 a.m., necessitating a stay overnight the night before.  ] → Due to the reasons stated on the left, it would make the return after 10:00 p.m., necessitating an extra night stay. | | | | | | | |
| 🞏 [ |  | | | | | | | |
| 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 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>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 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.