**Part-time Commuting Transportation Expense Claim Sheet**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Budget Type |  | Name of the Research Representative\*1 |  |

\*1 Write in the name of the research representative below if the budget type is collaborative research, such as KAKENHI (Grants-in-Aid for Scientific Research), or Advanced Research Programs at Ritsumeikan University.

◇ I hereby report that I have engaged the person below in part-time work pertaining to research activities. I request the payment of his/her transportation expenses for commuting.

|  |  |  |
| --- | --- | --- |
| Name |  | (Seal) |
| Home address |  |  |  |  |
|  |
|
| Place of work |  |
| Month work performed |  |  | Number of days to be covered |  |  |

◇ Commuting route (Fill in the spaces inside the bold-line box, without any omission.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Section for use of public transportation | Name of public transportation | Railway fare | Bus/Other | One way/Round trip | Subtotal | Number of work days | Total |
| / | to |  | yen | yen | x |  |  | yen |
| / | to |  | yen | yen | x |  |  | yen |
| / | to |  | yen | yen | x |  |  | yen |
| / | to |  | yen | yen | x |  |  | yen |
| / | to |  | yen | yen | x |  |  | yen |
| Total | yen | yen | x |  |  | yen |
| Amount to be Paid | Note: Commuting transportation expenses will not be paid to a student part-time employee who commutes to work at his/her own affiliated campus. It will only be possible to pay such expenses if the place of work is somewhere other than his/her affiliated campus. |
| yen |

\* Submit this sheet along with the Part-Time Employee Attendance Book. Commuting transportation expenses must undergo appraisal before they are paid.

\* These transportation expenses are not business trip travel expenses. Accordingly, there is no need to submit a Domestic/Overseas Travel Report (Expense Report) [Research Division Form 2-4-1].

\* The "Date" column above does not need to be filled in if the same route is used every time.
Make specific entries in the "Date" column if payments for particular dates only are required.

\*　The amount of commuting transportation expenses is capped at 20,580 yen / month, and either the actual expenses or the monthly commuting pass amount will be the less expensive.

Personal information entered in this sheet will not be used for any purpose other than the payment of the transportation expenses for commuting. The University will destroy this sheet when the retention period ends.

Research Division Form 3-3, April 2023 Version