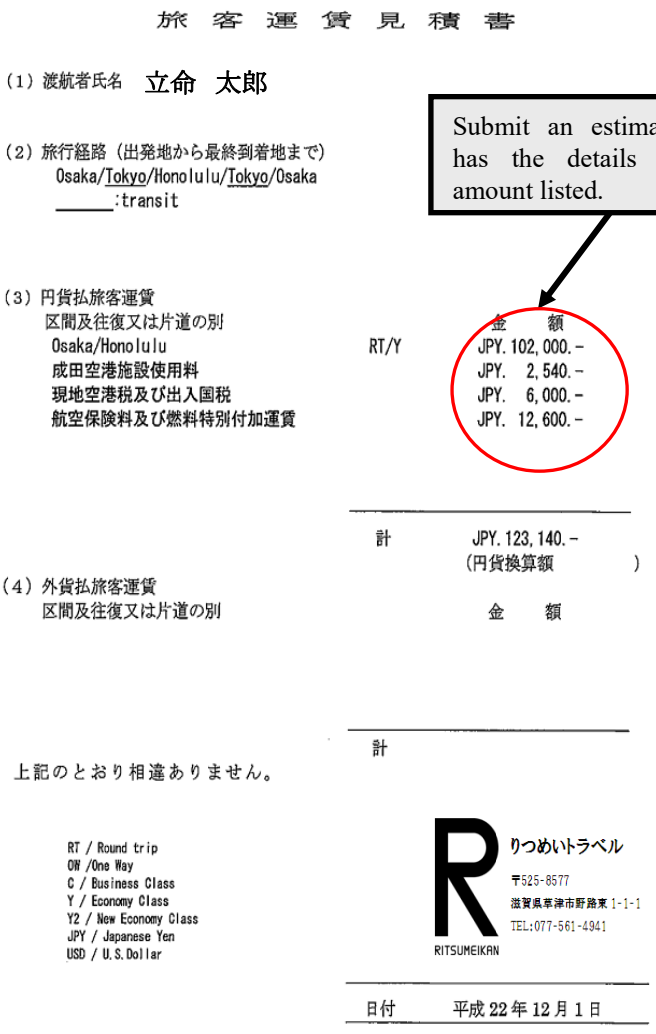
All documents to be submitted must be in A4 size. Any document not in the A4 size, such as a receipt, must be partially pasted on a blank A4-sheet of paper (only on one side) so that the signature/seal on the back of the irregular-sized document can be confirmed.

<Regarding Air fare estimates and receipts>

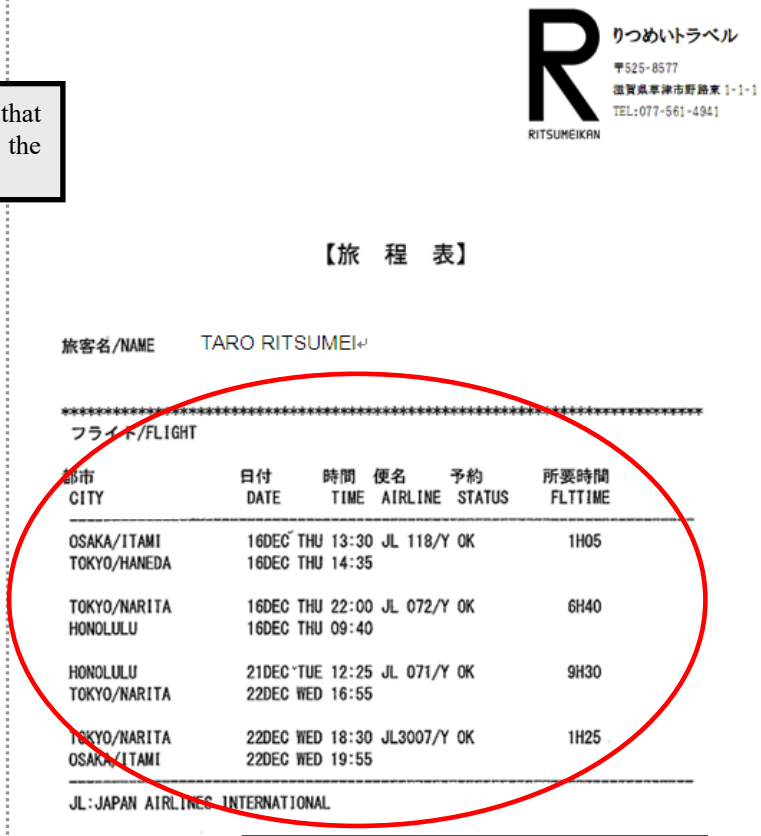
1. In case you pay the air fare by cash

The airfare receipt and estimate are required to submit when you apply travel expense.

- Receipt issue date
- Addressee of a receipt
- Name of receipt issuer
- Receipt issuer's seal
- Detailed statement of receipt
- An evidence clearly indicates words certifying the receipts.
- Price (tax included)
- Are the name & personal seal (signature) of the card holder on the back side of the statement?



Submit an estimate that has the details of the amount listed.



If the flight schedule and estimate are separate documents, be sure to submit the flight schedule as well.

2. In case you pay the air fare by credit card.

When paying for airfare by credit card, “Original receipt” *[1] or “credit card statement issued by a credit card company” *[2] is required in addition to the receipt. Please submit it together when you apply travel expense.

*[1] If the receipt does not show payment details, you must submit some kind of additional document that shows the payment details.

*[2] Submission of credit card statement is mandatory if paid with currency other than yen.

Ritsumei card

RITSUMEIKAN

When making a payment by a credit card;

-Credit card holder must be the applicant him/herself

- Credit card payment must be made by a lump sum payment.

- Credit card statement must be obtained within the same academic year (by February 28).

2010年12月27日のお支払明細

お名前	立命 太郎 様	金融機関	立命銀行
お支払日	2011 年 1 月 27 日(木)	支店	衣笠支店
お支払い合計額	123,140 円	科目	
会員番号	1234-5678-7890-1***	口座番号	0123***
お客様の個人情報保護のため、会員番号の下 3 桁を表示しておりません。		お客様の個人情報保護のため、口座番号の下 3 桁を表示しておりません。	

ご利用日	ご利用店名	ご利用金額	支払区分	今回回数	お支払金額	(お支払総額) 現地通貨額	略称	(内手数料) 換算レート	換算日	備考
様 ご利用分										
10/12/01	りつめいトラベル	123,140 円	1	1	123,140					
<お支払金額総合計>					123,140					

In the same manner as the receipt, the reverse side of the credit card statement must have the signature of the person paying and his/her seal stamped.

-Name of the credit card holder

- Statement issuance dates

-Name of the credit card company

-Date of bank account withdrawal

-Date of purchase

-Place of purchase

-Price (tax included)

-Are the name & personal seal (signature) of the card holder on the back side of the statement?

*When submitting, name of the credit card company or a word, such as “payment details”must be printed on the statement to prove it is the actual statement.

purchase dates, transaction partners, and amounts, etc.).

3. In case of using E-Ticket

eチケットお客様控
ELECTRONIC TICKET ITINERARY/RECEIPT

お名前 NAME TARO RITSUMEI
航空券番号 TICKET NUMBER 1312188586250
発券航空会社 TICKETING AIRLINE

発券日 TICKETING DATE 30JAN11
発券事業所 TICKETING PLACE RITSUMEI AIRLINE

旅程表 ITINERARY

日付 DATE	都市 CITY/AIRPORT	ターミナル TERMINAL	便名 FLIGHT	クラス/予約 CLS/STATUS	時間 TIME (FB /BGG	予約番号 REFERENCE /NVB /NVA)
04MAR (FRI)	OSAKA/KANSAI		JL3010	H/OK	0835	6VFRP5/JL
04MAR (FRI)	TOKYO/NARITA	2	OPERATED BY JAL EXPRESS		0955 (1H20) (LZAJP1 /20K	NS /04MAR /04MAR)
04MAR (FRI)	TOKYO/NARITA	2	JL 401	L/OK	1145	6VFRP5/JL
04MAR (FRI)	LONDON/HEATHROW	3	JAL INTERNATIONAL		1525 (12H40) (LZAJP1 /20K	NS /04MAR /04MAR)
20MAR (SUN)	LONDON/HEATHROW	3	JL 402	M/OK	1900	6VFRP5/JL
21MAR (MON)	TOKYO/NARITA	2	JAL INTERNATIONAL		1605 (12H05) (MZAJP1 /20K	NS /20MAR /20MAR)
21MAR (MON)	TOKYO/NARITA	2	JL3019	H/OK	1725	6VFRP5/JL
21MAR (MON)	OSAKA/KANSAI		OPERATED BY JAL EXPRESS		1905 (1H40) (MZAJP1 /20K	NS /21MAR /21MAR)

FB:運賃種別 FARE BASIS BGG:無料手荷物許容量 FREE BAGGAGE ALLOWANCE
NVB/NVA:有効期限 NOT VALID BEFORE/AFTER NS:禁煙 NON-SMOKING

運賃/航空券情報 FARE/TICKET INFORMATION

お支払い手段 FORM OF PAYMENT CASH 7DC 1639131LA
運賃 FARE JPY110000
運賃支払い額 EQUIV FARE PAID
税金料金 TAX/FEE/CHARGE JPY2040SW JPY500OI JPY35540XT
合計 TOTAL JPY148080

運賃計算情報 FARE CALCULATION 04MAR11 OSA JL X/TYO JL LON 599.13LZAJP1 JL X/TYO JL OSA 718.96M
ZAJP1 NUC1318.09END ROE83.453XT10210GB3130UB22200YQ

制限事項等 ENDORSEMENTS/ RESTRICTIONS 1-4/NO CHG/NONREF/ZA

発行日 DATE OF ISSUE 31JAN11 発行所 PLACE OF ISSUE RITSUMEI AIRLINE

<In case of using e-tickets>
- Receipt issue date
-Addressee of a receipt
- Name of receipt issuer
- Receipt issuer's seal
-Detailed statement of receipt
-An evidence clearly indicates words certifying the receipts.
-Price (tax included)
-If the flight schedule is on your e-ticket, it serves as both receipt and flight schedule