

Sabbatical Leave Program: Application form for temporary advances

MM/DD/YYYY

To: Dean of the Division of Research

We have verified the following calculations and would like to request the payment for the Sabbatical Leave Program.

Faculty & Staff CD Affiliation/Position/Name

Classification	
Category	
Sabbatical leave period	~
Principal destination	

Max. amount of provision		
A	Monthly	
*ABC	Daily	

Detailed schedule and breakdown of sabbatical leave expenses

Dates	Place of stay	Research institute	Material expenses	Travel expenses			Accommodation expenses/research allowances			Budget for business trips, temporary return to Japan, etc. (KAKENHI, research travel expenses, etc.)
				Departure point	Destination	Amount	No. of month/day	Unit price	Amount	
~										
~								0	0	
~								0	0	
~								0	0	
~								0	0	
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~								0	0	
~								0	0	
Total material expenses			0	Total travel expenses			0	on expenses/research allowances		0

Research material	0
Transportation expenses in Japan	
(1) Overseas research travel expenses	
(2) Accommodation /material	
Overseas total (1)(2)	

Sum total

←Travel expenses in Japan

←Airline ticket fee

Total of travel expenses, accommodation	0
Amount to be provided	0
Message column	