## (Form 8)

## Sabbatical Leave Program: Expense report

MM/DD/YYYY

## To: Dean of the Division of Research

We have verified the following travel expense calculations and would like to settle expenses for the Sabbatical Leave Program. Affiliation/Posi

	_	
Classification		
Category	Max. amount	

tion/Name

Classification	
Category	
Sabbatical leave period	~
Principal destination	

Faculty & Staff CD

	k. amount provision	
A	Monthly	
*ABC	Daily	

Detailed schedule and breakdown of sabbatical leave expenses

Dates		1	Material expenses	Travel expenses		Accommodation expenses/research allowances			Budget for business trips, temporary return to	
2.405	race of stay research history		water ar expenses	Departure point	Destination	Amount	No. of month/day	Unit price	Amount	Japan, etc. (KAKENHI, research travel expenses,
~										
~								0	0	
~								0	0	
~				AMPLE				0	0	
~			<b>5</b>					0	0	
~								0	0	
~								0	0	
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~										
~										
Tota <mark>l material expens</mark>		l material expenses	0	Tota	l travel expenses	0	on expenses/resear	ch allowances	0	

When crossing academic years

AY2024	Material expenses	
	Travel expenses	
	Aconsessabilies espende	
	Total	
AY2025	Material expenses	
	Travel expenses	
	Ассений байт гропот	
	Total	
Sum total		

Amount already provided	0
Provided amount after settlement	0
No additional provision/return	0