|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Submitted |  | MM |  | DD |  | YYYY |

**Domestic/Overseas Travel Report**

***Fill in areas enclosed by bold lines, attach trip evidence, and submit to Research Office within one week after returning.***

**(Expense Report)**

To: President of Ritsumeikan University

🞏 I hereby report that I made a business trip as described below (Changes: Yes/No)

🞏 I hereby report that I canceled the business trip described below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Person Making the Business Trip | Affiliation: |  | Position: |  | Name: |  |  |
| Business Trip Period (Total) | MM/DD/YYYY to MM/DD/YYYY |

**[Spending budget]**\*1 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.

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

**[Each day’s business]** If entry space below is insufficient, use **“Domestic/Overseas Travel Report (Expense Report) (No. 2)”**.

|  |  |  |  |
| --- | --- | --- | --- |
| MM/DD | Business destination | Content of business (describe based on relation to spending budget) | Business trip evidence[\*2]Receipt space (remarks) |
|  | / |  |  |  | 🞏 |
|  | / |  |  |  | 🞏 |
|  | / |  |  |  | 🞏 |
|  | / |  |  |  | 🞏 |
|  | / |  |  |  | 🞏 |
|  | / |  |  |  | 🞏 |

[\*2] Please refer to the AY2024 Research Fund Spending Guidebook (For Researchers) for details on materials that can be used as evidence of a business trip. If it is absolutely difficult to submit materials that can directly confirm that business was conducted, please submit public transportation tickets, accommodation receipt, “Interview/Lodging Certificate [Division of Research Form 2-5]” or other documents that confirm that you have visited the business destination.

|  |
| --- |
| Correspondence to the Secretariat |
|  |

[Details of travel (transportation) expenses: Fill in areas enclosed by bold lines only when there is a change from the documents related to business trip procedures.]

\*For secretariat processing except in columns enclosed by bold lines.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| MM/DD | Departure to destination | Rail(km) | Rail/air/bus fare | Others | Daily allowance | Lodging fee |
| / | 　　　～ |  |  |  |  |  |
| / | 　　　～ |  |  |  |  |  |
| / | 　　　～ |  |  |  |  |  |
| Subtotal |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Amount already paid | yen | Travel expensesafter change yen | Difference from the amount paid | □Additional payment□Reversal | yen |