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| --- | --- | --- | --- | --- | --- | --- |
| 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 1 week after returning.***

**(Expense Report)** **[No. 2]**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Person making the business trip | Affiliation: |  | Position: |  | Name: |  |
| Business trip period (total) | MM/DD/YYYY to MM/DD/YYYY |

**[Each day's business (continued from preceding section)]** If space is still insufficient, use additional copies of this form.

|  |  |  |  |
| --- | --- | --- | --- |
| MM/DD | Business destination | Content of business (describe based on relation to spending budget) | Business trip evidence[\*] Receipt space (remarks) |
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[\*] For details on materials that can be used as evidence of a business trip, please refer to the AY2024 Research Fund Spending Guidebook (For Researchers). Incidentally, if it is absolutely difficult to submit materials that can directly confirm that business was conducted, submit materials that confirm you went to the business trip destination, such as public transportation tickets, accommodation receipt, "Interview/Lodging Certificate [Division of Research Form 2-5]", etc.