To whom it may concern:

Considering the fact that all or a portion of research funds comes from public funds and tuition fees, business travelers at Ritsumeikan University who take a business trip utilizing research funds are expected to submit documents and other items that provide evidence of their business trip.

If asked to do so by the business traveler, please provide the information requested below.

(Division of Research, Ritsumeikan University)

**Interview/Lodging Certificate**

To Ritsumeikan University

◼ Name of the person who visited you

|  |
| --- |
|  |

◼ Date of the meeting with him/her or his/her overnight stay

|  |
| --- |
| MM DD YYYY (to MM DD YYYY ) |

◼ Place of the meeting and subjects discussed (\* This is required only to certify meetings.)

|  |  |
| --- | --- |
| Meeting place |  |
| Subject(s) discussed |  |

I hereby certify that the person stated above **🞏 had a meeting** /**🞏 stayed here overnight** as described above.

(\*Check **applicable box**.)

|  |
| --- |
| Interviewee's name/organization and seal (or signature) |
| Affiliation |  |
| Name |  | Seal |
| Accommodation facility name, contact information (address, phone number, etc.) and seal (or stamp) |
|  | Seal |

\*Personal information on this form will be used only for clerical work related to the management of our university's research funds and will be responsibly destroyed after the safekeeping period prescribed by the university.