Travel Expenses Application Form

Form 1

Name ：

Affiliation：

Position ：

Address ：

E-mail：

Category：　[ ] Joint Usage / Research　[ ] Bilateral collaboration with NIFS

Project Number：

Title of Research ：

Name of PI ：　　　　　　　　　　　Name of Host Scientist：

　　A period of work at ILE ：　 　/ / ～　　　 /　　 /

If including weekends　・・Do you research on Saturdays?　□**Yes**□**No**　Do you research on Sundays?　□**Yes**□**No**

|  |  |
| --- | --- |
| Purpose of Visit  |  |
| Destination  | □　ILE, Osaka University　 　□ Others ( )　　 |
| Project No.  | (eg. 2017A1-xx) |
| Period to be supported |  / / ～　 / / |
| Do you commute every day instead of arranging accommodations? □　No　　□　Yes |
| Do you need to spend one night before research start-up day?□　No　　□　Yes (Date: / / ) 　　 |
| Do you need to spend an extra night after research final day?□　No　　□　Yes (Date: / / ) 　　 |
| Usage of Airplane | □　No　　□　Yes　\*If yes, please submit a copy of receipt and ticket stub. |
| Do you request an abatement? □　No　　□　Yes　（　Desired Amount yen ） |
| Contact Phone Number./ Room No. in ILE | (eg. Cellphone #, Room of Prof. ,Extension # ) |
| Others  | (If you have any questions or requests, please write it here.) |

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＜ILE Staff Use Only ＞ Visitor’s Book

|  |  |  |
| --- | --- | --- |
| Visiting Date(Year/Month/Day) | Signature | Admin Signature |
|  |  |  |
|  |  |  |
|  |  |  |

 Submitted Documents

|  |  |  |  |
| --- | --- | --- | --- |
| ️ Visitor’s Book | ️ Train Ticket (Round trip) | ️Receipt of Airfare should be submitted in advance. | ️ Receipt of Airfare (original) If online receipt, no need to submit |
| ️ Air Ticket Stub | ️ Receipt of Accommodation | ️ Transfer Request Form | ️ Others： |