Travel Expenses Application Form

Form 1

Name ：

Affiliation：

Position ：

Affiliation Address ：

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

|  |  |
| --- | --- |
| Purpose of Visit  |  |
| Destination  | ILE, Osaka University　 |
| Project No.  | (eg. 2020A-xx) |
| Name of PI ：　 |  |
| Name of Host Scientist： |  |
| 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. |
| Usage of Express bus | □　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.) |

 Submitted Documents

【Before business trip】　should be submitted in advance.

□Transfer Request Form（First-time application for travel expenses）

**□**Usage of Airplane　 　　Receipt of Airfare

**□**Usage of Express bus　 Receipt of Bus fare

【After a business trip】

Submit by email attachment

**□**Business trip report(Submit by email attachment)

Submit by mail

**□**Usage of Airplane　 　　Receipt of Airfare(original) 　If online receipt, no need to submit +Air Ticket Stub

**□**Usage of Express bus　 Receipt of Bus fare(original)+ Bus Ticket Stub