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. 2021A-xx) |
| Name of the PI ： |  |
| Name of the Host Researcher： |  |
| Period | year month day year month day  / / -　 / / |
| Do you commute every day instead of arranging accommodations?  □　No　　□　Yes | |
| Do you need to spend one night before research start-up day?  year month day  □　No　　□　Yes (Date: / / ) | |
| Do you need to spend an extra night after research final day?  year month 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 No./ Room No. in ILE | (eg. Cellphone #, Room of Prof. xxxx Extension # xxxx) |
| Others | (If you have any inquiries, please write it here.) |

Submitted Documents

【Before the 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 the 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