

TRAVEL: Name ( Place : (Date) MM/DD-MM/XX )

### Before the Business Trip

Check	Documents to submit	Details
1) Application Documents 3 types (4 types for abroad)		
	1)-1 出張届	<p><b>ATTENTION: All documents can be submitted in JAPANESE ONLY. Please ask your tutor or friends to help to prepare documents. ENGLISH format cannot be accepted by the University.</b></p> <p>Fill out boxes referring to the example, have them checked by Kitadai san by email. Based on them, we make an official business trip document, so put the stamps on them.</p>
	1)-2 出張依頼兼承諾書	
	1)-3 出張報告書	
	1)-4 旅程表 (Only abroad)	
2) Transportation and Accommodation		
	2)-1 Information about Transportation	<p>[Flight] Invoice/schedule, or copy of email showing your reservation for the transportation. Need to show the name of (air) company, schedule, and cost).</p> <p>[Only Train] Not need to submit anything when you travel by train (incl. Shinkansen).</p>
	2)-2 Information about accommodation	Document showing the days of your stay and costs. Confirmation mail for the reservation is sufficient.
3) Attending the Conference		
	3)-1 Copy of the top page of the conference website	Pages showing the name of conference, opening periods, and place
	3)-2 Conference program	Copy of pages showing your name on it. If the page is not available, either of the following email is sufficient: 1) acceptance of your paper or, 2) confirmation mail for your attendance to the conference
	3)-3 Information about Registration fee	Document showing if your fees for the conference (or after-party) includes your meals. A copy of website is sufficient.
4) Attending the Meeting		
	4)-1 Copy of exchanged email for the appointment	Document showing you made an appointment with representative(s). If any emails or documents are unavailable, write the reasons of the meeting on 「出張届」. Ex) I will have a meeting regarding (reasons) at (place). The name of the representative is (name).
5) Invoice or Accounting Documents		
	5) Copy of the credit card payments and emails showing payments	A copy showing your payment details of transportation, accommodation, and attendance fees.

### After the Business Trip (within 1 week)

Check	Documents to submit	Details
	6) Receipt of Accommodations (if you stay)	<p>If documents to submit are smaller than A4 size, please glue on A4 size papers.</p> <p>Fees for flight, accommodations, and conference participation if you did not submit them before your trip.</p>
	7) Stub of air tickets and receipt (For flight)	
	8) Receipt of the registration fees (conference)	
	9) Copy of the credit card payments which was not submitted before travel	