Year　　 Month 　　Day

To The President of Meiji University:

**Petition**

I hereby request permission to use the research fund for the following expenditure.

|  |  |
| --- | --- |
| Department |  |
| Name of Researcher | \* A petitioner must be Principal Investigator or Co-Investigator  Seal |
| Name of Research Fund |  |
| Itemized Expenditures |  |
| Amount | Yen |
| Reasons | Please specify the reasons for the expenditure to use the research fund. |
| Remarks |  |

Information:

1. **For using a taxi/ rental car**

If a petitioner asks for using a taxi or a rental car on a business trip, please specify a) the period of business trip, b) destinations, and c) date of using a taxi or rental car in the reasons column.

1. **For a complimentary copy of books**

If s petitioner asks for expenditures to present a complimentary copy of book, please specify a) the title of the book, b) sales price of the book, and c) number of books to present. A list of addressee must be attached to this petition.

3. As for *Kaken-hi*, a petitioner must be Principal Investigator or Co-Investigator. In the case other researcher needs to ask for a payment, please specify his/her name and affiliation in the remarks column.

|  |  |  |
| --- | --- | --- |
| Contact Person | Office Manager | General Manager |
|  |  |  |