

Request for Aid for Overseas Travel Expenses to attend an International Academic Conference

Date _____
Year / Month / Date

Affiliation and Position _____

Name _____
Seal

To the University President:

I hereby request aid for overseas travel expenses so that I can attend the international academic conference below as a (lecturer research presenter chairperson). (Please check.)

Name of international academic conference	
Period of the conference	Date: _____ ~ Date: _____ <small style="margin-left: 40px;">Year / Month / Date</small> <small style="margin-left: 100px;">Year / Month / Date</small> (Period of your travel Date: _____ ~ Date: _____) <small style="margin-left: 40px;">Year / Month / Date</small> <small style="margin-left: 100px;">Year / Month / Date</small>
Country and city where the conference will be held	
Date of approval by the faculty council	Date: _____
Arrangements made for classes during absence	
<p>【Required】 If you use another research fund during the same period of your travel, please specify the name of the research fund, checking “YES” below and submit an Application for Travel Expenses for a Research Business Trip Outside Japan as well. Otherwise, please check “NO” below.</p> <p>YES → <u>Name of the research fund :</u> _____ <small style="margin-left: 150px;">(e.g. Specific Individual Research Fund)</small></p> <p>No</p>	

Accompanying documents: Please attach required documents with reference to “Checklist for Required Documents”.

- * Please submit application documents to the Research and Intellectual Properties Office through the Office of the academic department to which you belong, no later than 10 days prior to the date of departure. If any of the accompanying documents cannot be submitted in advance, please submit them as soon as possible after the academic conference.
- * Immediately after returning to Japan, please submit required documents to the Office of the academic department to which you belong.

_____ Please do not write anything beneath this line _____

【Breakdown】

Limit amount of aid ¥ _____

(1 回 目 ・ 2 回 目)

Overseas travel expenses
 (Actual expenditures for airfare)
 ¥ _____

Amount of aid ¥

Accommodation expenses
 (Actual expenses up to ¥15,000/night)
 ¥ _____
 (for nights: _____ ~ _____)

University President	Office Manager for Settlement	Affiliation	
		Dean	Office Manager