**Travel Requisition Form [for Senior Researchers and Researchers]** \* Be sure to fill in the reverse side also.

**Business trip plan** [☑ Business trip for research purposes] Date of Request: MM/DD/YYYY

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Person making the business trip | Affiliation | | | | Position | | Name | | | |
|  | | | |  | |  | | | Seal |
| Destination | Within Japan | Prefecture Municipality | | | | | Period | From MM/DD/YYYY to MM/DD/YYYY  days/ nights ( night(s) on the plane) | | |
|  | | | | |
| Overseas | Country/City | | | | |
|  | | | | |
| Danger Information: 🞏 No 🞏 Yes (🞏 Exercise sufficient caution 🞏 "Postpone any non-necessary, non-urgent trips.") \*Cancel your trip if the danger information states, "Postpone all trips." Travel is prohibited if the danger information states, "Please evacuate. Postpone all trips."  MOFA Overseas Safety Website: http://www.anzen.mofa.go.jp/index.html | | | | | | | | | |
| Action Plan | MM/DD | | Day | Business destination | | Content of business | | | Check all that apply: | |
| / | |  |  | |  | | | ( ) Collection of data  ( ) Conference (guest speaker)  ( ) Conference (research presentation)  ( ) Conference (attendance only)  ( ) Other | |
| / | |  |  | |  | | |
| / | |  |  | |  | | |
| / | |  |  | |  | | |
| / | |  |  | |  | | |

**Plans for classes and exams** [Check if applicable: 🞎 No lectures, classes or experiments on the day or during the period of the business trip]

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Classes in Charge | Name of College/Graduate School | MM/DD | Day | | Period | Name of the course | | Cancellation of class | \_th time this year | Plan for makeup class |
|  | / |  | |  |  | | Yes/No |  |  |
|  | / |  | |  |  | | Yes/No |  |  |
|  | / |  | |  |  | | Yes/No |  |  |
|  | / |  | |  |  | | Yes/No |  |  |
|  | / |  |  | |  | | Yes/No |  |  |
| Plan for Exams | Name of College/Graduate School | MM/DD | Day | | Period | Name of the course | | Arrangements for supervisors | | |
|  | / |  | |  |  | |  | | |
|  | / |  | |  |  | |  | | |
|  | / |  | |  |  | |  | | |
| Plan for Makeup Exams | Name of the course | Evaluation Method | | | | | Grader (provide names of individuals who will replace you) | | | Remarks |
|  |  | | | | |  | | |  |
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After receiving approval of host researcher, submit to applicable Research Office.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Final Decision (Dept. Head) | Host Researcher | Head of Sciences |  | Research Office Manager | Person in charge of Research Office |
|  | Seal |  |  | Seal | Seal |
| MM/DD/YYYY |  | MM/DD/YYYY | MM/DD/YYYY |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the person making the business trip | ID Number of Faculty /  Administrative Staff | | | | | | |
|  |  |  |  |  |  |  |  |

**Statement of Travel Expenses** **Reverse Side**

**Fill in areas enclosed by bold lines.**

**(Materials that confirm destination, schedule, content of business, and other details of business trip plan [Must be attached])**

If you will engage in multiple business activities in a single business trip, this is required for each activity/objective.

|  |  |  |
| --- | --- | --- |
|  | Discussion, interview, etc. | Appointment e-mail, letter of request, etc. (that confirms date/time, location, etc.) |
|  | Material gathering, fieldwork, etc. | In action plan space on front side, describe in detail in 1-day units. If entry space is insufficient, create separate sheet (form optional). |
|  | Academic conference, workshop, etc. | Event information, website screenshot, etc. (if presenter, submit your name, date/time, and other confirmable details) |

**[Spending budget]** \* Write in the name of the research representative below if the budget type is collaborative research, such as KAKENHI, or Advanced Research Programs at Ritsumeikan University.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | University Business  ( Office) |  | Travel Allowance | Grants-in-Aid for Scientific Research - KAKENHI - | | | | | |
|  | Research Environment Enhancement Funds |  | Material Allowance |
|  | Provision of travel expenses not necessary |  | Program for Application of the Grants-in-Aid for Scientific Research (KAKENHI acquisition promotion) |  | Scientific Research on Innovative Areas |  | Challenging  Exploratory  Research  Challenging  Research ( ) |  | Young Scientists ( )  Early-Career Scientists |
|  | Delegated Research/Collaborative Research/Contributions for Encouraging Research  ( ) |  | Program for International Dissemination of Research  Results |  | JSPS Research Fellows |  | Research Activity Start-up |  | Scientific Research ( ) |
|  | Other Internal Programs  ( ) |  | [Share of the Grant-in-Aid] |  | Other ( ) | | |
|  | Other External Funds ( ) | Affiliation of Representative: Item: | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of the Research Representative\* | | | | | | | [Notes to Executive Office] Supplementary explanation regarding material that confirms business trip plan | | | | | | | | | |
|  | | | | | | |
|  | | | | | | |
| [Reason for previous/following night accommodation application] | | | | | | |
| 🞏 [ |  | | | | | | | | ] → If it is necessary to depart from the departure station or station closest to your residence before 7 a.m., payment will be made for the previous night's accommodation.  ] → If you arrive at the departure station or station closest to your residence at 10 p.m. or later on the day of a business trip, payment will be made for that night's accommodation. | | | | | | | |
| 🞏 [ |  | | | | | | | |
| Travel Expenses Breakdown | | MM/DD | Departure to Destination | | | | Railway km | Rail/air/bus fare | | Other | | Daily Allowance | | Accommodation Expenses | | Remarks |
| / |  | to | |  |  |  | |  | |  | |  | | 🞎Daily allowance not necessary  🞎Reduce daily allowance  ( )  🞎Accommodation expenses not necessary  🞎Reduce accommodation expenses  ( ) |
| / |  | to | |  |  |  | |  | |  | |  | |
| / |  | to | |  |  |  | |  | |  | |  | |
| / |  | to | |  |  |  | |  | |  | |  | |
| / |  | to | |  |  |  | |  | |  | |  | |
| / |  | to | |  |  |  | |  | |  | |  | |
|  | | Subtotal | | | | | yen | | | yen | | yen | | yen | |
| Total Travel Expenses | | | | | yen | | |  | | | | | | |
| Disbursement  Breakdown | | Spending Budget  Accounting  Item/Recipient | | |  | | |  | | |  | |  | | Total | |
|  | | | yen | | | yen | | | yen | | yen | | yen | |
|  | | | yen | | | yen | | | yen | | yen | | yen | |
|  | | | yen | | | yen | | | yen | | yen | | yen | |
| Total | | | yen | | | yen | | | yen | | yen | | yen | |

<Budget Unit>

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Slip number of the original form to be used when creating more than one disbursement request  (Entry of this number is not required when creating only one disbursement request) | | | | | | | | | | | | | | Checked by | Receipt by a person in charge |
|  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* Personal information on this form will not be used for any purpose other than the payment of travel and transportation expenses. The University will destroy this form after the safekeeping period.