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| 立教トラベルプラザ請求書払申込書 1ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | | | |  | | | | |
| 申請書NO (Serial No.) | (記載不要) | 申請日(Application Date) | 年 月 日 | | | 親文書NO | | (記載不要) | |
| **＊**必須(Required)　※トラベルプラザ・旅費担当記入欄  ※親文書NO (Parent Document No. (Serial No.)) 親文書がある場合の申請書番号  水色の部分を必要に応じて記入して提出してください | | | | 旅費担当 | | | トラベルプラザ | | 申請者 |
|  | | |  | |  |

「申請者入力欄」は申請者自身（教員・職員）で入力をお願いします。(1〜7までを必要に応じてご記入下さい)

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| 申請者入力欄(To be filled out by applicant) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1:申請者(出張者)情報　(Applicant (Business Traveler) Information) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 申請者区分(Applicant Classification)**＊** | | | | | | | | | □教員　□職員　□大学院生　□その他 | | | | | | | | | | | | | | | | | | | |
| 教職員（Faculty/Staff) | | | | | | | | | | | | | | | | | | | | | | | | | | □事務部局 | | |
| 勤務員番号(Faculty No.)**＊** | | | | |  | | 氏名(Name)**＊** | | | | | | |  | | | | | | | | | | | | | | |
| 所属(Affiliation)**＊** | | | |  | | | | | | | | 役職(Position) | | | | | | | |  | | | | | | | | |
| 連絡先(Phone) | | | |  | | | | メール(E-mail) | | | | | | | |  | | | | | | | | | | | | |
| 大学院生(Graduate Student) | | | | | | | | | | | | | | | | | | | | | | | | | □事務部局 | | | |
| 学生番号(Student No.) **＊** | | | | |  | | | | | 氏名(Name)**＊** | | | | | | | |  | | | | | 年次(School Grade) | | | | |  |
| 研究科(Graduate School)**＊** | | | | | |  | | | | | 専攻(Major)**＊** | | | | | |  | | | | | | 課程(Course) | | | |  | |
| 研究代表者(Principal Investigator) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所属(Affiliation) |  | | | | | | | | | 職名(Occupation) | | | | | | | |  | | | 氏名(Name) | | |  | | | | |
| 指導教授(Supervising Professor) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 所属(Affiliation) |  | | | | | | | | | 職名(Occupation) | | | | | | | |  | | | 氏名(Name) | | |  | | | | |
| ２: 出張者情報 (Business Traveler Information) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 氏名(Name)**＊** | | |  | | | | | | | | | | 学生番号(Student No.) | | | | | | | | |  | | | | | | | |
| 所属(Affiliation) | |  | | | | | | | | | | | | | 役職(Position) | | | |  | | | | | | | | | | |
| 役割(Role) **＊** | | | □研究代表者(Principal Investigator)　 □研究分担者(Co-Investigator)  □研究協力者(Research Collaborator)　□プロジェクトメンバー(Project Member) □その他(Other) | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 立教トラベルプラザ請求書払申込書 2ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) |

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| 3:出張情報(Business Trip Information) | | | | | | | | | | | |
| 出張期間(Period of Business Trip)**＊** | | | 年 月 日 | | | 00:00 | ～ | 年 月 日 | | | 00:00 |
| チケット受取方法(How to Receive Your Ticket(s)) | | | | | | | | | | | |
| □メール添付（切符やクーポン券がある場合は選べません）(Email Attachment (Cannot be selected if there is a physical ticket or coupon))  送付先メールアドレスが出張者情報欄のメールアドレスと異なる場合は以下にご入力下さい  If the destination e-mail address is different from the e-mail address in the business traveler information field, enter it below. | | | | | | | | | | | |
| 送付先メールアドレス(E-mail) | | | |  | | | | | | | |
| □立教トラベルプラザ窓口受取(Pick up at Rikkyo Travel Plaza counter) | | | | | | | | | | | |
| □自宅配送（池袋勤務の職員はメール添付または立教トラベルプラザ窓口受取をお選び下さい）  (Home delivery (For staff members working in Ikebukuro, please select e-mail attachment or pick up at the Rikkyo Travel Plaza counter)) | | | | | | | | | | | |
| 住所(Destination) 　 〒 | | | |  | | | | | | | |
| お名前(会社名)(Name (Company Name)) | | | |  | | | | | 電話番号(Phone) |  | |
| チケット受取希望日(Desired Date to Receive Ticket(s)) | | | | | 年 月 日 | | | | まで(\*At the latest) | | |
| 手配方法(Arrangement) | | □パッケージ商品（変更不可）(Packaged Product (cannot be changed)) | | | | | | | | | | | |
| □安い運賃（変更不可）(Inexpensive Fares (cannot be changed))　□普通運賃（変更可）(Normal Fares (can be changed)) | | | | | | | | | | | | | |
| その他備考(Other Remarks) | | |  | | | | | | | | | | |

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| 立教トラベルプラザ請求書払申込書 3ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) |

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| 4:鉄道・バス（Train/Bus） | | | | | | | | | | | | | |
| 利用便情報(Train/Bus Information)　※自由席の場合は列車名欄に「自由席」とご記入ください。  ※If the seat is unreserved, please write "Unreserved seat" in the Train Name field. | | | | | | | | | | | | | |
| ※トラベルプラザ記入欄 → | | | | | | 小計 | | | | | | 円 | |
| 旅行業務取扱料金(Travel Agent Service Fee) | | | | | | 円 | |
| 合計１(Total Price 1) | | | | | | 円 | |
| その他備考(Other Remarks) | | | | |  | | | | | | | | |
| 1 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | | | 列車名(Train Name) | | | | | | |
| 年 月 日 | |  | | | |  | | | | | | |
| 乗車区間(From/To) |  | | | | | | | ～ |  | | | |
| 出発時間(Departure Time) | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | 代金(Price) ※ |
| 00:00 | | | 00:00 | | | | □普通(Ordinary Car)  □グリーン(Green Car) | | | □窓側(Window)  □通路側(Aisle) | | 円 |
| 2 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | | | 列車名(Train Name) | | | | | | |
| 年 月 日 | |  | | | |  | | | | | | |
| 乗車区間(From/To) |  | | | | | | | ～ |  | | | |
| 出発時間(Departure Time) | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | 代金(Price) ※ |
| 00:00 | | | 00:00 | | | | □普通(Ordinary Car)  □グリーン(Green Car) | | | □窓側(Window)  □通路側(Aisle) | | 円 |
| 3 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | | | 列車名(Train Name) | | | | | | |
| 年 月 日 | |  | | | |  | | | | | | |
| 乗車区間(From/To) |  | | | | | | | ～ |  | | | |
| 出発時間(Departure Time) | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | 代金(Price) ※ |
| 00:00 | | | 00:00 | | | | □普通(Ordinary Car)  □グリーン(Green Car) | | | □窓側(Window)  □通路側(Aisle) | | 円 |
| ５ | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | | | 列車名(Train Name) | | | | | | |
| 年 月 日 | |  | | | |  | | | | | | |
| 乗車区間(From/To) |  | | | | | | | ～ |  | | | |
| 出発時間(Departure Time) | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | 代金(Price) ※ |
| 00:00 | | | 00:00 | | | | □普通(Ordinary Car)  □グリーン(Green Car) | | | □窓側(Window)  □通路側(Aisle) | | 円 |

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| 立教トラベルプラザ請求書払申込書 4ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) |

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| ※トラベルプラザ記入欄 → | | | | 小計 | | | | 円 | |
| 旅行業務取扱料金(Travel Agent Service Fee) | | | | 円 | |
| 合計２(Total Price 2) | | | | 円 | |
| その他備考(Other Remarks) | |  | | | | | | | |
| 乗車券(Ticket)  ※通勤交通費補助金申請区間を除いてご入力ください。  ※Please fill in while excluding the commuting transportation subsidy application section.  ※地下鉄など発券できない区間もあります。  ※There are sections, such as with the subway, where tickets cannot be issued. | | | | | | | | | |
| 1 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | 種別(Type) | | | | 代金(Price) ※ |
| 年 月 日 | |  | | □片道(One-way) □往復(Round-trip) | | | | 円 |
| 乗車区間(From/To) | |  | | | ～ |  | | |
| 2 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | 種別(Type) | | | | 代金(Price) ※ |
| 年 月 日 | |  | | □片道(One-way) □往復(Round-trip) | | | | 円 |
| 乗車区間(From/To) | |  | | | ～ |  | | |
| 3 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | 種別(Type) | | | | 代金(Price) ※ |
| 年 月 日 | |  | | □片道(One-way) □往復(Round-trip) | | | | 円 |
| 乗車区間(From/To) | |  | | | ～ |  | | |
| 4 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | 種別(Type) | | | | 代金(Price) ※ |
| 年 月 日 | |  | | □片道(One-way) □往復(Round-trip) | | | | 円 |
| 乗車区間(From/To) | |  | | | ～ |  | | |
| 5 | 乗車日(Boarding Date) | | 曜日(Day of the Week) | | 種別(Type) | | | | 代金(Price) ※ |
| 年 月 日 | |  | | □片道(One-way) □往復(Round-trip) | | | | 円 |
| 乗車区間(From/To) | |  | | | ～ |  | | |

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| 立教トラベルプラザ請求書払申込書 5ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) |

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| 5:航空券（国内）(Air Ticket (Domestic)) | | | | | | | | | | | | | | | | | | | | | |
| ※トラベルプラザ記入欄 → | | | | | | | 小計 | | | | | | | 円 | | | | | | | | |
| 旅行業務取扱料金(Travel Agent Service Fee) | | | | | | | 円 | | | | | | | | |
| 合計3(Total Price 3) | | | | | | | 円 | | | | | | | | |
| その他備考(Other Remarks) ※マイレージ番号の登録をご希望の場合は、航空会社名・マイレージ番号をご入力ください。  ※If you wish to register a mileage number, please enter the name of the airline(s) and your mileage number(s). | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| 搭乗情報(Boarding Information) | | | | | | | | | | | | | | | | | | | | | |
| 姓（カナ）(Family Name) | | | | | | | | | | | 名（カナ）(First Name) | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | |
| 出発日時点の年齢(Age on Departure Date) | | | | | | | |  | | | 性別(Gender) | | | | □男性(Male)　□女性(Female) | | | | | | |
| 1 | | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | 便名(Flight Number) | | | | | | |
| 年 月 日 | |  | | | | |  | | | | | | |  | | | | | | |
| 搭乗区間(From/To) | | |  | | | | | | | ～ |  | | | | | | | | | |
| 出発時間(Departure Time) | | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | | | | | 代金(Price) ※ | | | |
| 00:00 | | | | 00:00 | | | | □窓側(Window) □通路側(Aisle) | | | | | | | | | 円 | | | |
| 2 | | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | 便名(Flight Number) | | | | | | |
| 年 月 日 | |  | | | | |  | | | | | | |  | | | | | | |
| 搭乗区間(From/To) | | |  | | | | | | | ～ |  | | | | | | | | | |
| 出発時間(Departure Time) | | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | | | | | 代金(Price) ※ | | | |
| 00:00 | | | | 00:00 | | | | □窓側(Window) □通路側(Aisle) | | | | | | | | | 円 | | | |
| 3 | | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | 便名(Flight Number) | | | | | | |
| 年 月 日 | |  | | | | |  | | | | | | |  | | | | | | |
| 搭乗区間(From/To) | | |  | | | | | | | ～ |  | | | | | | | | | |
| 出発時間(Departure Time) | | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | | | | | 代金(Price) ※ | | | |
| 00:00 | | | | 00:00 | | | | □窓側(Window) □通路側(Aisle) | | | | | | | | | 円 | | | |
| 4 | | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | 便名(Flight Number) | | | | | | |
| 年 月 日 | |  | | | | |  | | | | | | |  | | | | | | |
| 搭乗区間(From/To) | | |  | | | | | | | ～ |  | | | | | | | | | |
| 出発時間(Departure Time) | | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | | | | | 代金(Price) ※ | | | |
| 00:00 | | | | 00:00 | | | | □窓側(Window) □通路側(Aisle) | | | | | | | | | 円 | | | |
| 5 | | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | 便名(Flight Number) | | | | | | |
| 年 月 日 | |  | | | | |  | | | | | | |  | | | | | | |
| 搭乗区間(From/To) | | |  | | | | | | | ～ |  | | | | | | | | | |
| 出発時間(Departure Time) | | | | 到着時間(Arrival Time) | | | | 座席希望(Seat Request) | | | | | | | | | 代金(Price) | | | |
| 00:00 | | | | 00:00 | | | | □窓側(Window) □通路側(Aisle) | | | | | | | | | 円 | | | |
| 立教トラベルプラザ請求書払申込書 6ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | | | | | | | | | | | | | | |  | | | |
| 申請書NO (Serial No.) | | (記載不要) | | | | |  | | | | | | | | | | 親文書NO | | (記載不要) |

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| 6:航空券（海外）(Air Ticket (Overseas)) | | | | | | | | | | | | | | | | | | | | | | |
| ※トラベルプラザ記入欄 → | | | | | | 航空券 | | | | | | | | | 円 | | | | | | | | | |
| TAX／燃油(TAX/Fuel) | | | | | | | | | 円 | | | | | | | | | |
| 旅行業務取扱料金(Travel Agent Service Fee) | | | | | | | | | 円 | | | | | | | | | |
| 合計4(Total Price 4) | | | | | | | | | 円 | | | | | | | | | |
| その他備考(Other Remarks)  ※マイレージ番号の登録をご希望の場合は、航空会社名・マイレージ番号をご入力ください。  ※If you wish to register a mileage number, please enter the name of the airline(s) and your mileage number(s). | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| 搭乗情報(Boarding Information) ※パスポートに印字されているローマ字名通りにご入力ください  ※Please enter the information exactly as it is printed on your passport. | | | | | | | | | | | | | | | | | | | | | | |
| 姓（ローマ字）(Family Name) | | | | | | 名（ローマ字）(First Name) | | | | | | | | | | ミドルネーム（ローマ字）(Middle Name) | | | | | | |
|  | | | | | |  | | | | | | | | | |  | | | | | | |
| 国籍(Country of Citizenship) | | | | | | | 生年月日(Birthday) 例Example）08/MAR/2013 | | | | | | | | | | | | | | 性別(Gender) | |
|  | | | | | | |  | | / | |  | / | | | | |  | | | | □男性(Male) □女性(Female) | |
| 旅券番号(Passport No.) | | | | | | | 旅券有効期限(Passport Expiration Date) 例Example）08/MAR/2013 | | | | | | | | | | | | | | | |
|  | | | | | | |  | | / | |  | / | | | | |  | | | | |  |
| 1 | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | | | | | | 便名(Flight Number) | | | |
| 年 月 日 |  | | | | | |  | | | | | | | | | | |  | | | |
| 搭乗区間(From/To) | | | |  | | | | | | | | ～ |  | | | | | | | | |
| 出発時間(Departure Time) | | | 到着日(Arrival Date) | | | | | | 到着時間(Arrival Time) | | | | | | | | 座席希望(Seat Request) | | | | |
| 00:00 | | | 年 月 日 | | | | | | 00:00 | | | | | | | | □窓側(Window) □通路側(Aisle) | | | | |
| 2 | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | | | | | | 便名(Flight Number) | | | |
| 年 月 日 |  | | | | | |  | | | | | | | | | | |  | | | |
| 搭乗区間(From/To) | | | |  | | | | | | | | ～ |  | | | | | | | | |
| 出発時間(Departure Time) | | | 到着日(Arrival Date) | | | | | | 到着時間(Arrival Time) | | | | | | | | 座席希望(Seat Request) | | | | |
| 00:00 | | | 年 月 日 | | | | | | 00:00 | | | | | | | | □窓側(Window) □通路側(Aisle) | | | | |
| 3 | 搭乗日(Boarding Date) | | 曜日(Day of the Week) | | | | | 航空会社(Airline) | | | | | | | | | | | | 便名(Flight Number) | | | |
| 年 月 日 |  | | | | | |  | | | | | | | | | | |  | | | |
| 搭乗区間(From/To) | | | |  | | | | | | | | ～ |  | | | | | | | | |
| 出発時間(Departure Time) | | | 到着日(Arrival Date) | | | | | | 到着時間(Arrival Time) | | | | | | | | 座席希望(Seat Request) | | | | |
| 00:00 | | | 年 月 日 | | | | | | 00:00 | | | | | | | | □窓側(Window) □通路側(Aisle) | | | | |

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| 立教トラベルプラザ請求書払申込書 7ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) |

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| 7:宿泊予約(国内・海外)(Accommodation Reservation (Domestic/Overseas)) | | | | | | | | | | | |
| ※トラベルプラザ記入欄 → | | | 小計 | | | | | 円 | | | | |
| 旅行業務取扱料金(Travel Agent Service Fee) | | | | | 円 | | | | |
| 合計5(Total Price 5) | | | | | 円 | | | | |
| その他備考(Other Remarks) | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| ※国内・・・大学負担上限額：勤務員12,000円／部長14,000円／総長16,000円  ※海外・・・大学負担上限額：A地方22,500円／B地方18,800円 | | | | | | | | | | | |
| 1 | チェックイン(Check-in) | 曜日(Day of the Week) | | | | チェックアウト(Check-out) | 曜日(Day of the Week) | | | 泊数(Duration of Stay) | | | |
| 年 月 日 |  | | | | 年 月 日 |  | | | |  | | |
| 都市名(Name of City) | | | | 希望ホテル(Hotel of Choice) | | | | | | | | |
|  | | | |  | | | | | | | | |
| □禁煙(Non-smoking)  □喫煙(Smoking) | | | □朝食有(Breakfast Included)  □朝食無(No Breakfast) | | | | | 宿泊費(Accommodation Fee) ※ | | | | |
| 円 | | | | |
| 2 | チェックイン(Check-in) | 曜日(Day of the Week) | | | | チェックアウト(Check-out) | 曜日(Day of the Week) | | | 泊数(Duration of Stay) | | | |
| 年 月 日 |  | | | | 年 月 日 |  | | | |  | | |
| 都市名(Name of City) | | | | 希望ホテル(Hotel of Choice) | | | | | | | | |
|  | | | |  | | | | | | | | |
| □禁煙(Non-smoking)  □喫煙(Smoking) | | | □朝食有(Breakfast Included)  □朝食無(No Breakfast) | | | | | 宿泊費(Accommodation Fee) ※ | | | | |
| 円 | | | | |
| 3 | チェックイン(Check-in) | 曜日(Day of the Week) | | | | チェックアウト(Check-out) | 曜日(Day of the Week) | | | 泊数(Duration of Stay) | | | |
| 年 月 日 |  | | | | 年 月 日 |  | | | |  | | |
| 都市名(Name of City) | | | | 希望ホテル(Hotel of Choice) | | | | | | | | |
|  | | | |  | | | | | | | | |
| □禁煙(Non-smoking)  □喫煙(Smoking) | | | □朝食有(Breakfast Included)  □朝食無(No Breakfast) | | | | | 宿泊費(Accommodation Fee) ※ | | | | |
| 円 | | | | |
| 4 | チェックイン(Check-in) | 曜日(Day of the Week) | | | | チェックアウト(Check-out) | 曜日(Day of the Week) | | | 泊数(Duration of Stay) | | | |
| 年 月 日 |  | | | | 年 月 日 |  | | | |  | | |
| 都市名(Name of City) | | | | 希望ホテル(Hotel of Choice) | | | | | | | | |
|  | | | |  | | | | | | | | |
| □禁煙(Non-smoking)  □喫煙(Smoking) | | | □朝食有(Breakfast Included)  □朝食無(No Breakfast) | | | | | 宿泊費(Accommodation Fee) ※ | | | | |
| 円 | | | | |

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| 立教トラベルプラザ請求書払申込書 8ページ  (Rikkyo Travel Plaza Invoice Payment Application Form) | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | 親文書NO | (記載不要) | |

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| 8:その他(Other) | | | |
| 項目(Explanation) | | | 代金(Price) ※ |
|  | | | 円 |
|  | | | 円 |
|  | | | 円 |
| ※トラベルプラザ記入欄 → | 小計 | 円 | |
| 旅行業務取扱料金(Travel Agent Service Fee) | 円 | |
| 合計6(Total Price 6) | 円 | |

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| --- | --- | --- | --- | --- |
| ８:合計(Total) | | | | |
| 合計金額(Total Price 1+2+3+4+5+6) |  | 内自己負担額(Out-of-pocket Amount) ※ |  | 差引請求額(Amount to be Claimed) |
| 円 | ― | 円 | ＝ | 円 |

事務部局入力欄は申請者による記入は不要です

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| 事務部局入力欄（以下は事務部局による記入をお願い致します。）To be filled in by the office | | | | | | |
| ※旅費担当入力欄 | | | | 請求先 | □大学　□学院 | |
| 備考 |  | | | | | |
| ※トラベルプラザ入力欄 | | | | | | |
| J-LINK管理番号 | |  | WITH管理番号 | | |  |
| メモ |  | | | | | |