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| 出張報告書 (Business Trip Report) 1ページ | | | |  | | |
| 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)  ※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 | | | | | 受付 | 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。(1〜3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:出張情報(Business Trip Information) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出張期間(Period of Business Trip)**＊** | | | | | | | | | 年 月 日 | | | | | | | | | | 00:00 | | | | | ～ | 年 月 日 | | | | | | | | 00:00 | | | |
| 行先区分  (Destination Classification) | | | | | | □国内**＊**  (Domestic) | | | 出発地**＊**  (Point of Departure) | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 到着地**＊**  (Point of Arrival) | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| □海外**＊**  (Overseas) | | | 国名(都市）**＊**  (Country/City Name) | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| 目的地(Destination) **＊** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 住所(Address) | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 海外連絡先(Overseas Contact Information) | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 目的(Purpose) **＊** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 出張報告書 (Business Trip Report) 2ページ | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |
| 申請書NO (Serial No.) | | | | | (記載不要) | | | | | | | |  | | | | | | | | | | | | | | 親文書NO | | | | | (記載不要) | | | | |

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| 3:出張報告(Contents of Report) | | | | |
| ※用務遂行が確認できる資料の原本を別途旅費担当へ提出してください。  例：学会参加票、学会ネームプレート、学会のレジュメ・資料等、訪問相手の名刺、学会会場・調査等の現場で撮った写真、訪問先とのやりとりのメール、等  ※Please submit the original documents allowing you to confirm the execution of your duties separately to the Travel Expenses Section. Examples: Conference participation slips, conference name plate, conference resume/materials, business card of the person you are visiting, photos taken at the site of the conference venue/survey, e-mails with the visitors, etc.  ※用務内容:「資料」が”有”の場合は記入不要です。”無”の場合は執行予算との関連を踏まえて具体的に記入してください。  ※Business Details: If selecting "Yes" for "Materials", this does not need to be filled in. If "No", specify the information considering the relationship to the execution budget. | | | | |
| その他備考  (Other Remarks) | |  | | |
|  | 日付(Date From) | 用務先(Destination)  具体的に記入して下さい。  Please be specific. | 用務内容(Business Details) | 資料 |
| 日付(Date To) |
| 1 |  |  |  | 有  無 |
|  |
| 2 |  |  |  | 有  無 |
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| 3 |  |  |  | 有  無 |
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| 4 |  |  |  | 有  無 |
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| 5 |  |  |  | 有  無 |
|  |
| 6 |  |  |  | 有  無 |
|  |
| 7 |  |  |  | 有  無 |
|  |
| 8 |  |  |  | 有  無 |
|  |
| 9 |  |  |  | 有  無 |
|  |
| 10 |  |  |  | 有  無 |
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| 出張報告書 (Business Trip Report) ３ページ | | |  | |
| 申請書NO (Serial No.) | | (記載不要) |  | 親文書NO | (記載不要) | |

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 | | | | | |
| 回覧先 | □学生部　□リサーチ・イニシアティブセンター　※回覧先としたい場合はチェックを入れてください。 | | | |
| 他部署予算 | |  | |
| 他部署予算1 | |  | |
| 他部署予算2 | |  | |
| 他部署予算3 | |  | |
| その他備考(Other Remarks) | | | |  | |