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| 旅費支払依頼書 (Travel Expense Payment Request Form) 　　1ページ | | | | | | | |  | | |
| 申請書NO (Serial No.) | | (記載不要) | | 申請日(Application Date)**＊** | | | 年 月 日 | | **＊**必須(Required) | |
|  | 学部長/部長 | 学科長/課長 | 予算部署３ | | 予算部署２ | 予算部署１ | RIセンター | 学部事務課 | 受付 | 申請者 |
|  |  |  | |  |  |  |  |  |  |

水色の部分を必要に応じて記入して提出してください

「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。(1〜8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:申請者情報　(Applicant Information) | | | | | | | | | | | | | | | | |  | | | | | | |  | | | | | | | | | |
| 申請者区分(Applicant Classification)**＊** | | | | | | | | | | | | | | | | | | | | | | | □教員　□職員　□大学院生　□その他 | | | | | | | | | □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) | | | | | | | | | |  | | | | | | | | | | |
| 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | |
| 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) **＊** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| 出発地最寄り駅(Nearest Station) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 路線名(Route Name) | | | | | |  | | | | | | | | | | | | | | | 駅名(Station Name) | | | | | |  | | | | | | |
| 住所(Address) | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 海外連絡先(Overseas Contact Information) | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| 目的(Purpose) **＊** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 旅費支払依頼書 (Travel Expense Payment Request Form) 2ページ | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| 申請書NO (Serial No.) | | | | | | | | (記載不要) | | | | | | |  | | | | | | | | | | | | | | | **＊**必須(Required) | | |

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| 他用務  (Other Duties) | □無(N/A) | | | | | | | | |
| □有 (Yes) | 他用務研究費名(Research Fund Name) | | | |  | | | |
| 出発日(Departure Date) | | | 年 月 日 | | 帰着日(Return Date) | 年 月 日 | |
| 謝金  (Remuneration) | □　無(N/A)　□　有 (Yes) | | | 謝金ありの場合出張雑費は支給されません  (Miscellaneous expenses will not be reimbursed if there is remuneration.) | | | | | |
| 学部長承認/学科長承認  (College Dean/Department Chair Approval) | | | □　学科長承認が必要(Department Chair Approval Required)  □　学部長承認が必要(Dean Approval Required) | | | | | | |
| その他備考(Other Remarks) | |  | | | | | | |

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| 4:予算情報（大学・学院予算）(Budget Information (Rikkyo Educational Corporation Budget)) | | | | | | | | | | | |
| 大学・学院予算を使用＊　(Use Rikkyo Educational Corporation Budget) | | | | | | | □使用する(Use)　□使用しない(Do Not Use) | | | | |
| □全学枠予算(All-School Budget)　　□学部管轄予算(College-controlled Budget)  □学部海外研究費(College Overseas Research Funds)　□実験・実習費(Experiment/Training Funds) | | | | | | | | | | | |
| □その他(Other) | | | | | | | | | | | |
| 予算名(Name of Budget) | | | |  | | | | | | | |
| 使用予算に関する補足説明・特記事項(Supplementary explanation/special notes regarding budget to be used) | | | | | | | | | | | |
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| 5:予算情報(リサーチ・イニシアティブセンター管理予算)(Budget Information (Research Initiative Center Management Budget)) | | | | | | | | | | | |
| リサーチ・イニシアティブセンター管理予算を使用**＊**  (Use Research Initiative Center Management Budget) | | | | | | □使用する(Use)　□使用しない(Do Not Use) | | | | | | |
| □ 個人研究費(Personal Research Funds) | | | | | | | | | 担当者名  (Names) |  | | |
| □ 研修資料費(Professional Development Fund) | | | | | | | | |  | | |
| □ 立教SFR(Rikkyo SFR) | | | | | | | | |  | | |
| □ 科研費（本学）(Grant-in-Aid for Scientific Research (Rikkyo University)) | | | | | | | | |  | | |
| □ 科研費（他大分担金預かり）(Grant-in-Aid (Contribution Deposit from Another University)) | | | | | | | | |  | | |
| □ 科研費（他大より支出）(Grant-in-Aid (Expenditure from Another University)) | | | | | | | | |  | | |
| □受託研究(Contract Research) | | | | | | | | |  | | |
| 名称(Name) | |  | | | | | | |  | | |
| □共同研究(Joint Research) | | | | | | | | |  | | |
| 名称(Name) | |  | | | | | | |  | | |
| □指定寄付(Specified Contribution) | | | | | | | | |  | | |
| 名称(Name) | |  | | | | | | |  | | |
| □その他(Other) | | | | | | | | |  | | |
| 名称(Name) | |  | | | | | | |  | | |
| 旅費支払依頼書 (Travel Expense Payment Request Form) 3ページ | | | | | | |  | | |
| 申請書NO (Serial No.) | | (記載不要) | |  | | | | **＊**必須(Required) | |

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| 6:科研費・厚労科研　関連情報(Related information(Grant-in-Aid for Scientific Research/Health and Labor Sciences Research Grant)) | | | | | | | | | | | | | | | | | |
| 1 | 課題番号 (Grant Number) | | | |  | | | | | | | | | | | | | | |
| 研究種目(Research Item) | | | |  | | | | | | | | | | | | | | |
| 研究代表者（分担者）(Principal Investigator (Partner)) | | | | | | | | |  | | | | | | | | | |
| 所属(Affiliation) | | | |  | | | | | | | | | | | | | | |
| 研究課題名(Project Name) | | | |  | | | | | | | | | | | | | | |
| 2 | 課題番 号(Grant Number) | | | |  | | | | | | | | | | | | | | |
| 研究種目(Research Item) | | | |  | | | | | | | | | | | | | | |
| 研究代表者（分担者）(Principal Investigator (Partner)) | | | | | | | | |  | | | | | | | | | |
| 所属(Affiliation) | | | |  | | | | | | | | | | | | | | |
| 研究課題名(Project Name) | | | |  | | | | | | | | | | | | | | |
| 使用予算に関する補足説明・特記事項(Supplementary explanation/special notes regarding budget to be used) | | | | | | | | | | | | | | | | | |
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| その他備考(Other Remarks) | | | |  | | | | | | | | | | | | | |
| 7:支払先情報(Payee Information) | | | | | | | | | | | | | | | | | | |
| 支払先 | | | | | | | | | | | | | | | | | | |
| □現金  (Cash) | | | 支払期日(Payment Date) | | | | | | 年 月 日 | | | | |  | | | | |
| 担当者(Person-in-charge) | | | |  | | | | | | 内線(Tel) | | |  | | |
| □振込  (Bank Transfer) | | | 銀行名(Bank Name) | | | |  | | | | | | | | | | | |
| 支店名(Branch Name) | | | |  | | | | | | | | | | | |
| 口座番号(Account Number) | | | |  | | | 種目(Type) | | □普通(Savings Account) | | | □その他(Other) | |  | |
| 口座名義(Name of Account Holder) | | | | |  | | | | | | | | | | |
| フリガナ(Furigana) | | | | |  | | | | | | | | | | |
| 支払方法 | | | | | | | | | | | | | | | | | | | |
| □ 本人立替(Reimbursement) | | | | | | | | | | | | | | | | | | | |
| □ 請求書払い（学院業者） (Invoice Payment (Designated Vendor)) | | | | | | | | | | | | | | | | | | | |
| □ 請求書払い（任意業者） (Invoice Payment (Optional Vendor)) | | | | | | | | | | | | | | | | | | | |
| 任意業者名(Optional Vendor Name) | | | | | | | | | | | | | | | | | | | |
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| その他備考(Other Remarks) | | | | |  | | | | | | | | | | | | | |

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| 旅費支払依頼書 (Travel Expense Payment Request Form) 4ページ | | |  | |
| 申請書NO (Serial No.) | | (記載不要) |  | | **＊**必須(Required) | |

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| 8:出張日程表 (Business Trip Schedule) | | | | | |
| ※出張期間は自宅または勤務地を出発してから自宅または勤務地に帰着するまでの期間になります。  ※The business trip begins when leaving your home or place of work and ends when you return home or to work.  ※出張日程表提出後に日程の変更が生じた場合は、変更後の出張日程表を改めてご提出ください。  ※If the schedule changes after submitting the Business Trip Schedule, please revise the schedule and submit it once more.  ※日程表に収まらない場合は添付ファイルでの提出をお願い致します。  ※If the schedule does not fit in the space provided, please submit it as an attachment. | | | | | |
| 出発日(Date)  (Departure) | | 出発地(Point)  (Departure) | 訪問先 (Business-related Destination) | 用務内容（研究会等、できるだけ具体的に）  (Details of Business (Please be as specific as possible)) | 予算・備考  (Budget/Remarks) |
| 到着日(Date)  (Arrival) | | 到着地(Point)  (Arrival) | 宿泊地(Lodging) |
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| その他備考 |  | | | | |

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| 旅費支払依頼書 (Travel Expense Payment Request Form) 5ページ | | | |  | | |
| 申請書NO (Serial No.) | (記載不要) |  | | **＊**必須(Required) |

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 事務部局 入力欄 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 受付時決裁状態 | | | | | | 受付時学科長等決裁状態　□未済　□済　□その他 | | | | | | | | | | | | | | | | | 承認日 | | | | | 年 月 日 | | | |
| 受付時学部長等決裁状態　□未済　□済　□その他 | | | | | | | | | | | | | | | | | 承認日 | | | | | 年 月 日 | | | |
| ※決裁済とする場合は別途承認の証憑となる書類を申請書の保存期限まで保存しておくようお願いします。 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 追加決裁依頼先 | | | | | | □リサーチ・イニシアティブセンター　※追加決裁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1 | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 他部署予算2 | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 他部署予算3 | | | | |  | | | | | | | | | | | | | | | | | | | | |
| 教授会報告日 | | | | | | | | | | 年 月 日 | | | | | | | | | | 予算年度 | | | | | | | | | 年度 | | |
| 学部海外研究費支出額(円) | | | | | | | | | | 円 | | | | | | | | | |  | | | | | | | | | | | |
| 使用予算(学内) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 予算部署 | | |  | | | |  | | | | | | | | | 業務 | | | | |  | | |  | | | | | | |
| 予算CD | | |  | | | | | | | | | 勘定科目CD | | | |  | | | | | 勘定科目名 | | |  | | | | | | |
| 使用部署 | | |  | | | |  | | | | | | | | | 税区分 | | | | |  | | | | | | | | | |
| 使用者 | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| SFR代表者 | | | | |  | | | | | |  | | | | | | | | | | | | | | | | | | |  |
| 配分先(個人研究費/研修資料費) | | | | | | | | | | |  | | |  | | | | | | | | | | | | 担当者使用欄 | | | |  |
| 摘要２ | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 使用予算(科研費） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | | 課題番号 | | |  | | | | | | | | | 研究種目 | |  | | | | | | | | | | | | | | | |
| 研究代表者（分担者） | | | | | | |  | | | | | | | | | 所属 | | |  | | | | | | | | | | |
| 研究課題名 | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| 研究期間 | | | | | ～ | | | | | 支出研究者 | | | |  | | | | | | | | | | 支出研究者番号 | | | |  | |
| 経費費目 | | | | | 旅費 | | | | | 費用区分 | | | |  | | | | | | | | | | 経費区分番号 | | | |  | |
| メモ | | | | |  | | | | | | | | | | | | 摘要 | | | | |  | | | | | | | |