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| **Application form for Business Travel Support Program**  【申請様式】育児を行う教職員及び招聘者のための出張支援プログラム | | | | | | | |
| 1 Name of a traveler  出張者の氏名 |  | | | 2. Contact info of a traveler  出張者の連絡先 | | | TEL: |
| Email: |
| 3. Section/Units  所属部署 |  | | | 4. Job Title  職名 | | |  |
| 5. Departure Day  出発日 |  | | | 6. Arrival Day  帰着日 | | |  |
| 7. Business Travel  出張 | 7.1 | Travel request no.  出張申請番号 |  | | | | |
| 7.2 | Point of Departure  出発地 |  | | | | |
| 7.3 | Destination  目的地 |  | | | | |
| 8. Outline of Business Trip  出張概要 | 8.1 | Name of the event  (Conference, Symposium, etc.)  学会、シンポジウム等行事の名称 | | |  | | |
| 8.2 | Organizer of the event  行事の主催者 | | |  | | |
| 8.3 | About your speech,  presentation at the event.  出張者の行う講演・発表等について | | |  | | |
| 9. Age and  the number of children  子の年齢と人数 | 9.1 | The number of children  子の人数 | | |  | | |
| 9.2 | Age  子の年齢 | | |  | | |
| 10. Reason why the  program  should be applied  本プログラムにより  支出が必要な理由 |  | | | | | | |
| 11. Estimate of total  expense covered  by the program  経費支出見込み額 | 11.1 | Transportation expense or babysitting  交通費又はベビーシッター費 | | | | * Transportation Expense for Children * Babysitting expense | |
| 11.2 | Estimate of total expense  経費支出見込み額 | | | |  | |
| 11.3 | Source of Funding  財源 | | | |  | |
| 12. Signature of the traveler 出張者サイン | Signature or seal (Hanko) | | | | | | |
| 13. Approval from the budget holder  予算責任者からの承認 | Signature or seal (Hanko) | | | | | | |
| 14. Attachments  添付資料 | * 旅費チーム承認済み出張申請写し   Copy of Approved (by Travel Team) Travel Request for the Parent   * 支出見込み額の根拠（見積書等） Supporting document of the estimate (Quote etc.) * 講演・発表等を行う学会、シンポジウム等の概要   Outline of the conference or symposiums, etc. where employees or invited guests give a speech or presentation. | | | | | | |
| Diversity Section will fill in below. （以下は人材多様化セクションにて記載します。）  The maximum amount of coverage by the program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval by VPGEHR (signature or seal (Hanko)) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

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| After the travel, please submit this form to the Diversity Section along with attachments.  出張後、このフォームに必要書類を添付のうえ、人材多様化セクションに提出してください。 |
| Attachments添付書類   * 出張支援プログラム申請様式写し　Copy of Application Form * 領収書（下欄に添付）Receipts (Attach below) * 交通費を精算する場合、旅程表（領収書に記載されている場合は不要） Travel itinerary, if claiming reimbursement for air fare (not necessary if included in the receipts) * 交通費を精算する場合、搭乗半券 Boarding passes, if claiming reimbursement for air fare * Expense report (立替金精算の場合) |
| |  |  | | --- | --- | | * 立替金精算 * 即支出 | PO# | |
| |  |  | | --- | --- | | Amount Claimed  請求額 | JPY |   I hereby certify that the above claimed amount is the cost incurred for the purpose applied and approved with the attached copy of Application Form.  上記請求額は、添付した申請様式をもって申請し、承認された目的のための費用であることを証明します。  Traveler’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ \_\_\_ |

For internal use only

Diversity Section/人材多様化セクション　□

Accounting Section/経理セクション　□

HR Management Section/人事マネジメントセクション　□