

Sample (For car user)

Commuting/Residential Allowance

To the President of Hiroshima University

Date required

○○○○年○○月○○日提出

Department	Faculty of ○○○○	(Extension 1234)	Address of a Working Place	3-2-1 Kagamiyama Higashihiroshima
Name	○○ ○○ 印	Employee Number	1 2 3 4 5 6 7 8	Title
Professor				
Address	〒○○○-○○○ 205 Corpo○○○ 1-2-1 Saijo Higashihiroshima			

I submit commuting and residential information as follows.
 (Note: If you submit this application more than 15 days after the fact, the allowance may not be paid for a number of months.)

Commuting Allowance Application

Reason for application (Please check the appropriate box.) (Not currently receiving Commuting Allowance) <input type="checkbox"/> New application (<input type="checkbox"/> Recruit <input type="checkbox"/> Transfer <input type="checkbox"/> Change of address (Move in date) <input type="checkbox"/> Others (.) (Currently receiving Commuting Allowance) <input type="checkbox"/> Change due to transfer <input type="checkbox"/> Change of address (Move in date) <input type="checkbox"/> Change of commute route or method <input type="checkbox"/> Change of fare <input type="checkbox"/> Others (.)	Date of Occurrence
	Year. Month. Date.
	Recruitment/Transfer date or Move in date or Change date

Commute method (Check the appropriate box)	Commute by public transportation (Including car, motorcycle, bicycle use.)				
	Route	Commute Method	Section	Ticket	
				One way fee	Category
<input type="checkbox"/> Car <input type="checkbox"/> Motorcycle <input type="checkbox"/> Bicycle	1		From your house to	Yen	
Fill in case of use such as expressway etc	2		From to	Yen	
Hiroshima IC~ Shiwa IC Big-small 420 Yen	3		From to	Yen	
IC~ IC Big-small Yen	4	Fill in one way fee	to	Yen	
Circle the car model	5		From to	Yen	
IC~ IC Big-small Yen	6		From to	Yen	

Note
 1. In "Commute method", please write the method such as walk, car, ○○line, ○○bullet train, etc, in accordance with the commute route.
 2. In "Category" under "Ticket", please write the category such as six-month commuter's pass, ticket of eleven-sheet spelling, paspy, etc

Memo

Residential Allowance Application

Reason for application (Please check the appropriate box.) (Not currently receiving Residential Allowance) <input type="checkbox"/> New application (<input type="checkbox"/> Renthouse/Apartment <input type="checkbox"/> Renthouse/Apartment (Living with your spouse)) (Move in Date) (Currently receiving Residential Allowance) <input type="checkbox"/> Loss of payment requirements <input type="checkbox"/> Change address (Move-in Date) <input type="checkbox"/> Contract related changes <input type="checkbox"/> Change in rent <input type="checkbox"/> Others (.)	Date of Occurrence
	Year. Month. Date.
	Recruitment/Transfer date or Move in date or Change date

Please check the appropriate box of Accompanying documents.
 Rental contract (Copy) (Please copy all pages of the contract.)
 Receipt of rent (A copy of one of the following a-c)
 (Current residence · a. Receipt of rent (copy) in the same month as the occurrence.
 Previous residence) b. Copy of the owner's name on the bankbook and record of withdrawal in case of automatic withdrawal from bank account.
 c. Copy of transfer statement in case of rent is account transfer.
 ※Copy of details, statement, invoice, etc in case of lump sum payment including deposit and key money.
 ※Copy of receipt for rent (Previous residence) is required if you have received the Residential allowance.
 Others (.)

Contract Date	Year. Month. Date.	Tenant	<input type="checkbox"/> Yourself <input type="checkbox"/> Family members Relationship (.) Joint tenants <input type="checkbox"/> No <input type="checkbox"/> Yes Relationship (.)
Rent	For month Yen (From)		Fill in the rent shown on the left excluding public amenities charge, parking fee, water supply expense. If the rent shown on the left includes the expense mentioned below, please check the appropriate box. <input type="checkbox"/> Public amenities charge <input type="checkbox"/> Parking Fee <input type="checkbox"/> Electricity, gas or water supply expense (Includes utility fees) <input type="checkbox"/> Food expense (Includes dinner and breakfast expenses)

The personal information on this form will only be used for the necessary procedures of salary calculation and a statistical survey and will not be used or offered for any other purpose.

(Decision seal columns)

GL	Assistant GL	Chief	Group Member	Drafter
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Draft

Decision

I request permission in determining the following

Decision Statement of Allowance Provision

Commuting Allowance	Start Month Provision		Monthly	Yen
Residential Allowance	Start Month Provision		Monthly	Yen