

Sample (For public transportation user)

Commuting/Residential Allowance

To the President of Hiroshima University

Date required

〇〇〇〇年〇〇月〇〇日提出

Department	Faculty of 〇〇〇〇		(Extension 1234)		Address of a Working Place	3-2-1 Kagamiyama Higasihiroshima						
Name	〇〇 〇〇 印	Employee Number	1	2	3	4	5	6	7	8	Title	Professor
Address	〒〇〇〇-〇〇〇〇 205 Corpo〇〇〇 1-2-1 Saijo Higasihirosima											

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.)								
<input type="checkbox"/> Car <input type="checkbox"/> Motorcycle <input type="checkbox"/> Bicycle Fill in case of use such as expressway etc IC~ IC Big·small Yen IC~ IC Big·small Yen IC~ Please fill in without omitting IC~ IC Big·small Yen			Route	Commute Method	Section	Ticket					
						One way fee	Category				
			1	Walk	From your house to Hiroshima Sta	Yen					
			2	Train	From Hiroshima to Saijo	590 Yen	6-months				
			3	Bus	From Saijo Sta to Hiroshima Univ	290 Yen	PASPY				
			4	Walk	From Hiroshima Univ to Work location	Yen					
					From to	Yen					
			6		From to	Yen					

Note
 1. In "Commute method", please write the method such as walk, car, 〇〇line, 〇〇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. <input type="checkbox"/> Rental contract (Copy) (Please copy all pages of the contract.) <input type="checkbox"/> 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. <input type="checkbox"/> 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