Appended Form No. 2-2 (related to Article 8)

**Request form for Financial Support Program**

**for Day-care Service for Sick and Convalescent Infants**

Date: / /

(MM / DD / YYYY)

To Executive Vice President (Kasumi Campus, Faculty Personnel and Public Relations), Hiroshima University

（Applicant）

Staff ID：

Name：

As I have utilized the day-care facility for Sick and convalescent infants as described below, I hereby submit my claim with the necessary documents in accordance with Article 8 of the Implementation Guidelines for the Financial Support Program for Day-care Service for Sick and Convalescent Infants at Hiroshima University.

Details

1. Name of facility used：

2. Usage status

|  |  |  |  |
| --- | --- | --- | --- |
| Date of use  (MM/DD/YYYY) | Name of infant who used the service | Usage Fee | Remarks |
| / / |  | yen |  |
| / / |  | yen |  |
| / / |  | yen |  |
| / / |  | yen |  |
| / / |  | yen |  |
| Total | | yen |  |

- Subsidy amount : The subsidy amount will be calculated as the lesser of either two-thirds of the day-care fee (excluding registration fees, meal costs, and charges for consumable items such as containers) rounded down to the nearest 10 yen, or 1,000 yen. If the day-care fee cannot be verified from the receipt, confirmation will be sought from the facility used.

3. Attached documents (Please check the required documents attached).

(　 　)　Receipt (the original)　< required >

(　 　)　Documents that confirms that you have used the day-care facility for convalescent infants and the name of infant cared for in the facility. < required: Not required if the receipt shows the infant's name, date of use and fee.>

- The personal information provided in the Request form will be used solely for the operation of the Financial Support Program for Day-care Service for Sick and Convalescent Infants and will not be used for any other purpose.

Filled in by the Employee Welfare and Benefits G in charge below.

|  |  |  |
| --- | --- | --- |
| 利用年月日 | 乳幼児氏名 | 補助金の額 |
| 年 　月 　日 |  | 円 |
| 年 　月 　日 |  | 円 |
| 年 　月 　日 |  | 円 |
| 年 　月 　日 |  | 円 |
| 年 　月 　日 |  | 円 |
| 合計 | | 円 |