

学内者用(精算)
For University students
and personnel
(reimbursement)
(Personnel/students)

旅行報告書
Business Trip Report

Reporting date (MM/DD/YYYY) / /

Business trip number	Please describe expenses borne by the University									
	R	Y	H							

I had a business trip as follows, hence I report it and claim travel expenses.

Affiliation (course, seminar, etc.)	Occupation or identification	Personal number (Student number)	Name of business traveler (Please be sure to sign here. Seal is not required)	Supporter (extension)
Budget Unit Code	【 交付金等 / 科研費 / 寄附金 / 受託・共同 / その他 】 Please input each CD accurately.			
Amount Code	If it is covered by multiple budgets, please describe each CD and amount in remarks.			
Term of a business trip (JPT)	(MM/DD/YYYY) / / ~ / / (days)			
Outline of a business trip	(Please provide an outline of objectives or outcomes)			

Itinerary *In case you attached documents which show itinerary, please write "as attached." *If there is no change from Invoice Based On a Rough Estimate, please indicate "There is no change from the invoice based on the rough estimate".

Date (month and day)	Departing place (name of a city, village, town, etc.)	Destination (name of a city, village, town, etc.)	Transportation facilities	Accommodation location (prefecture, city, or town)	Facilities for business	Name of the country (if not Japan)

Remark (Black out □ and add description in the right column)	Entry column (If more space is required, please use an optional format.)
<input type="checkbox"/> 業/There was a direct payment to an agency. (Attach an invoice, etc., issued by the travel agency.) <input type="checkbox"/> 旅/Cancellation of travel expense reimbursement (Please describe the specific amount). <input type="checkbox"/> 複/Total of multiple budgets. (Indicate Budget Unit Code Amount Code, amount, etc.) <input type="checkbox"/> 一/Partial reimbursement (describe required adjustment specifically, such as partial payment from another institute, private trip included in the schedule, etc). <input type="checkbox"/> 自/No accommodation expenses required due to stay at one's own home, etc. (If you stay at your home or an acquaintance's home, indicate as 宿) <input type="checkbox"/> 宿/Accommodation expense adjustment (indicate required adjustment if you stay at low-priced accommodation) <input type="checkbox"/> 併/Honorarium is provided as well (create "Estimate and Report for Honorarium" and provide the claim number). <input type="checkbox"/> マ/Use of points such as airline miles (attach the document which shows points or the amount) <input type="checkbox"/> レ/Use of a rental car (attach a receipt and describe the expense) <input type="checkbox"/> タ/Use of taxi (generally, it is not accepted. Describe the reason for the use and the billing amount. Attach a receipt.) <input type="checkbox"/> 私/Use of a private car (please attach Report on Driving a Private Car, receipts of parking lots, etc. and write down billing amount). <input type="checkbox"/> 領/Failure of submission of receipts and other documents (Describe the reason for failure of submission and billing amount). <input type="checkbox"/> その他/Other remarks (if there are any other special circumstances other than listed above).	

This column is filled by a person in charge of administrative tasks.
担当者 チェック 出勤簿整理 休日振替整理

【Points of concern regarding business trips】

1. Travelers are accountable for explaining travel routes, dates, necessity, etc. Concerning business trips, travelers are responsible not only for keeping costs to a minimum, but also for claiming expenses based on fact in order to avoid the unauthorized uses of research funds, etc., such as fictitious business trips; in other words, to fraudulently claim travel expenses unrelated to university business or private travel expenses (including partial private travel during a business trip). Please be careful that there are no mistakes such as double payments made by Hiroshima University or other institutes, or overpayment caused by delay in reporting schedule changes.

2. Please submit a Travel Report promptly after coming back from a business trip. A Travel Report is not required if travel expenses are not covered by the University, for example in such cases where expenses are covered by other institutions or personally.

3. In the event that you arrange airplane tickets, JR tickets, etc, via a travel agency, the University directly makes payment. Hence, advance payment is not required (the travel agencies are listed below). However, if expenses are not permitted according to the University's budget, or in case of arranging private travels, please make payment directly to the travel agency.

Hiroshima University Co-op(Higashihiroshima)	TEL : 082-424-2515 (ex. 5486)	E-mail : travel@hucoop.jp
Hiroshima University Co-op(Kasumi)	TEL : 082-257-5942 (ex. 5942)	E-mail : k-travel@hucoop.jp
TRAVEL FACTORY	TEL : 082-249-5528	E-mail : tfc@pop06.odn.ne.jp
TABIKOBO	TEL : 06-7639-6573	E-mail : sagara@tnsic.com
Kinki Nippon Tourist	TEL : 082-221-6112	E-mail : hiroshima-ec@or.knt.co.jp
WEST JAPAN-CHINA TRAVEL	TEL : 082-242-4339	E-mail : hij@nnr-fuk.co.jp
Art Tourist	TEL : 075-252-2234	E-mail : sales@art-tourist.co.jp
Professors Travel	TEL : 072-370-2492	E-mail : ask@professors.jp
Japan Study Tour	TEL : 077-572-8500	E-mail : hayashi@js-tour.jp
Sanki Travel Service	TEL : 092-281-4851	E-mail : e.sugimoto@icic.co.jp

4. Please attach required documents to Travel Report according to the criteria listed below.

(A document which proves that travel has taken place)	Not required if the documents for travel expense calculation are submitted
<ul style="list-style-type: none"> Any one of the following: accommodation receipt, receipt of transportation, tickets (stubs, copies), participation certificate of conferences, etc. 	
(A document to calculate travel expense)	Not required if not applicable to the following cases.
☆ In case you take flights	<ul style="list-style-type: none"> Receipts for airfare, flight ticket stubs, boarding notifications, passenger coupons, etc. (In cases where the boarding date, flight number, seat class, and details of the payment are not written, please submit documents that verify such information. (invoice, delivery slip, quote, etc.))
☆ In case you subscribe to a package tour	<ul style="list-style-type: none"> Receipt or brochure that describes the details of a package tour, etc.
☆ In case you purchase tickets from a travel agency listed in 3.	<ul style="list-style-type: none"> Invoices issued by travel agencies and documents that show the details.
☆ In case you use a private car	<ul style="list-style-type: none"> Report on Driving a Private Car, receipt (in the event that you claim expenses)
☆ In case you claim other actual expenses	<ul style="list-style-type: none"> Receipts for rental cars, gas expenses associated with car rental, toll roads, parking lots, etc. Receipts or tickets that show date and time, area, section of line traveled, class and fee of trains, ships and buses that you used overseas.

5. Calculated based on Travel Report received by Tuesday, payment made on a rough estimate is generally made on Friday the following week.

Business trip number	Please describe expenses borne by the University										
	R	Y	H	0	0	0	4	6	2	8	0

I had a business trip as follows, hence I report it and claim travel expenses.

Affiliation (course, seminar, etc.)	Occupation or identification	Personal number (Student number)	Name of business traveler (Please be sure to sign here. Seal is not required)		Supporter (extension)
Graduate School of Education	Associate professor	79797979	Taro Hirodai		Yamada(9874)
Scope of travel expenses reimbursed	<input checked="" type="checkbox"/> All <input type="checkbox"/> Partially (describe the details in the below column (column for special circumstances))				
Budget Unit Code	900000	【 交付金等 / 科研費 / 寄附金 / 受託・共同 / その他 】			
Amount Code	020110	Please input each CD accurately. If it is covered by multiple budgets, please describe each CD and amount in remarks.			
Term of a business trip (JPT)	(MM/DD/YYYY) 6 / 12 / 2016		~	6 / 13 / 2016 (2 days)	
Outline of a business trip	(Please provide an outline of objectives or outcomes) ○○○~				

Itinerary *In case you attached documents which show itinerary, please write "as attached." *If there is no change from Invoice Based On a Rough Estimate, please indicate "There is no change from the invoice based on the rough estimate".

Date (month and day)	Departing place (name of a city, village, town, etc.)	Destination (name of a city, village, town, etc.)	Transportation facilities	Accommodation location (prefecture, city, or town)	Facilities for business	Name of the country (if not Japan)
(Example1)						
6/12	Hiroshima	Tokyo	flight	Tokyo	The University of Tokyo	
6/13	Tokyo	Hiroshima				
(Example2)						
6/12	Hiroshima	Hiroshima Airport	JR			
	as attached.			Los Angeles	UCLA	USA
6/16	Hiroshima Airport	Hiroshima	JR			

Remark (Black out <input type="checkbox"/> and add description in the right column)	Entry column (If more space is required, please use an optional format.)
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担当者 チェック 出勤簿整理 休日振替整理

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Kinki Nippon Tourist	TEL : 082-221-6112	E-mail : hiroshima-ec@or.knt.co.jp
WEST JAPAN-CHINA TRAVEL	TEL : 082-242-4339	E-mail : hij@nnr-fuk.co.jp
Art Tourist	TEL : 075-252-2234	E-mail : sales@art-tourist.co.jp
Professors Travel	TEL : 072-370-2492	E-mail : ask@professors.jp
Japan Study Tour	TEL : 077-572-8500	E-mail : hayashi@js-tour.jp
Sanki Travel Service	TEL : 092-281-4851	E-mail : e.sugimoto@icic.co.jp

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