Temporary Leave Notification for Overseas for Business/Training

【Form 1】

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date: / /  Affiliation 　 Position 　　 Name | | | | | | | | |
| Purpose(s)  and expectedoutcome(s) | ※　Please provide the formal names of academic meetings. | | | | | | | |
| Destination |  | | | | Transit  country | |  | |
| Travel period | From: / 　 / 　　　　 To: / 　 /  The total number of days　( ) | | | | | | | |
| Source of  Financial support | Travel expenses | | Accommodation/per diem expenses | | | | | |
|  | |  | | | | | |
| Schedule | | | | | | | | |
| Date | Ports of departure & entry | Places to visit | | Duration | | Content | | |
|  |  |  | |  | |  | | |
| Hotel, etc, :Dates &  website | Period | Contact details | | | | | | |
| month　 /day 　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| month　 /day　　～month 　　 /day |  | | | | | | |
| Emergency contact in Japan | Address Relation | | | | | | | |
| Name Phone number | | | | | | | |
| How will your work responsibilitiesbe carried outwhile you areabroad? |  | | | | | | | ※　Office only  Confirmation of passport after returning 帰国時におけるﾊﾟｽﾎﾟｰﾄの確認印 |
| 確認日：令和 　 年 　 月　 日  担当者 印 |