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 |  | Transitcountry |  |
| Travel period | From: / 　 / 　　　　 To: / 　 / The total number of days　( ) |
| Source ofFinancial 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  |  |
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| 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 onlyConfirmation 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 |