

Sample

**Form of request ordering tickets and payment of travel expenses  
Post-GCOE Project (Dryland Science)**

<b>Application Date</b>	1-Oct-12	<b>Affiliation</b>	United Graduate School of Agricultural Sciences	<b>Name</b>	Jiro Toridai
<b>Duration of trip</b>	October 29, 2012 - October 31, 2012			<b>Tel</b>	31-XXXX
<b>Purpose</b>	To make a presentation at XXX conference			<b>Destination</b>	Tokyo
<b>Visiting Institution</b>	Faculty of Agriculture, The University of Tokyo	<b>Nearest station to the institution</b>	Todaimae Station		
<b>I would like to receive travel expenses: (Please check.)</b>	<input type="checkbox"/> before departure	<input checked="" type="checkbox"/> After return	Business package (if you use.)	<input type="checkbox"/> I will use.	
Adjustment of travel expenses	Daily allowances    %    Accommodation fees    %    or    Total    JPY				
<b>Message</b>	October 29 Depart Tottori Airport at 8:40 am (NH292), October 31 Depart Haneda Airport at 19:40 (NH299)				
*No.			*Budget		

Remarks

- (1) Please make sure to fill in the boxes written in bold.
- (2) Please write your request of tickets detail in the Message.
- (3) No. and Budget will be written by Arid Land Research Center.