

近距離旅行報告書 (Transport Report Form)

(Appendix 6)

番号 (ALT NO.)				As per ALT Directory
氏名 (Name) (BLOCK LETTERS)				署名 (Signature)
学校 (School)				住所 (Neighbourhood)

1. Please use a photocopy of this template for submission. Please be sure to submit the original signed copy.
 2. Please ensure that the travel claims are written in chronological order.
 3. Travel claims will only be accepted for business trips (shuccho) which have already approved and attended. (Future/planned business trip travel claim will be ignored during processing.)
 4. Please ensure that all dates and claims are correct prior to submission. Please avoid double claims for the same event.
 5. Please observe the following deadline:
- (ア) Semester 1 Deadline.....31st August
 (イ) Semester 2 Deadline.....25th December
 (ウ) Semester 3 Deadline25th March

日程 (Date)		用務先 (Destination)	用務内容 (Purpose of the trip)	用務先へ (To Destination) Please circle one		用務先から (From Destination) Please circle one	
month	day			自宅から 行った	学校から 行った	自宅へ 帰った	学校へ 戻った
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school
				From Home	From School	Go home directly	Go back to school