

※If the interview was conducted online, this document is not required.

The date should be within 10 days of the interview.

2025/03/05

Entry Example

出張報告書兼旅費申請書 Trip Report and Application for Travel Expenses

学籍番号 Student ID	2022XXXX
氏名 Name in full	Soken Taro
旅行期間 Travel period	2025/03/01
出発地 Departure place	National Museum of Ethnology
用務先 Destination	National Institute of Genetics
出張報告 Trip report	I was interviewed with my academic mentor (Prof. ○○ of the Genetics Program).
備考 Notes	

As a general rule, it should be a day trip.
If you need to stay overnight, please contact the promotion office in advance.

As a General rule, the departure place should be your parent institute.

Please indicate if any adjustments to travel expenses are necessary.