Japan Geoscience Union

TRAVEL EXPENSE REPORT

Date: / /

|  |  |
| --- | --- |
| Organization |  |
| Name |  |

|  |  |
| --- | --- |
| Business purpose of trip |  |
| Date |  |
| Venue |  |

|  |  |
| --- | --- |
| Total amount of expense  (1)+(2) |  |

Transportation

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Departure | Destination | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Sum(1) | | |  |

Lodging

|  |  |  |  |
| --- | --- | --- | --- |
| Dates: From/To | # Days | Hotel | Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Sum(2) | | |  |

\* Please attach all required receipts