



**Domestic Travel Expense Reimbursement Claim**

(for PU group member from Abroad)

**1. Claimant's Information**

Name in full:

Signature: \_\_\_\_\_

Grade:

Tel.:

Organization Name:

Organization Address:

**2. Travel Information**

2.1 Period for which the reimbursement claim is requested:

from        mm/        dd/        yy/ through        mm/        dd/        yy

2.2 Lodging required? If yes, where did you stay and how long?

- Yes. SPring-8 Guest House: from        mm/        dd/        yy/ through        mm/        dd/        yy
- Yes. CAST : from        mm/        dd/        yy/ through        mm/        dd/        yy
- Yes. Other : from        mm/        dd/        yy/ through        mm/        dd/        yy
- No.

2.3 Reimbursed for these expenses from any other source?

- Yes. Explain( \_\_\_\_\_ )
- No.

2.4 Flight information arriving at and departing from Kansai Int'l Airport (not reimbursable):

Arrival Date and Time:

Flight No.:

Departure Date and Time:

Flight No.:

**3. Bank Information**

Please provide your bank details on another sheet.

**For Office Use Only**

【JASRI 記入欄】 / ~ / パートナーユーザー支援旅費 (パートナーユーザー実験旅費支給要領に基づく)			
利用実験課題名 : パートナーユーザー課題	所属長		担当者
予算コード ( )			

Dear Sir or Madam,

By filling out the following format, please provide us with the information upon your own bank account, to which JASRI will transfer payment to reimburse you for business-related expenses. We appreciate your understanding and cooperation.

Accounting Section  
Japan Synchrotron Radiation Research Institute

***Please write in with block letters.***

**(1) Recipient information**

①	Account Holder's Name (must be your name)	
②	Bank Account No.	
③	IBAN code (if transferred to EU and paid by EUR)	
④	Address (must be as recorded at recipient's bank)	
⑤	Country	
⑥	Phone No. (home/office)	

**(2) Information about the bank account**

①	Name of the bank	
②	Name of the branch	
③	Bank No. and branch No.	
④	SWIFT code (BIC code)	
⑤	ABA No. (for US)	
	Sort Code (for UK)	
	Transit No (for Canada)	
	Bank codes if any (for other area)	
⑥	Bank's address	
⑦	City, State	
⑧	Country	

Date:        /        /