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| 事務主管  共同研究集会支援経費申請書（様式４） | 受付年月日 |
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**明治大学先端数理科学インスティテュート「現象数理学研究拠点」**

**「共同研究集会」支援経費申請書**

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| 下記のとおり，共同研究集会支援経費を申請します。 | | | | | | | | | | | | | | | 担当ＭＩＭＳ所員 | | | | | | |  | | | | | | | | | | ㊞ | |
| ①研究集会題目 | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ②開催期間 | | | 年　　　月　　　日　～　　　　　年　　　月　　　日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ③参加者 | | | 氏　名（ﾌﾘｶﾞﾅ） | | | | | | | | | （　　　　　　　　　　　　） | | | | | | | | | | | | | | | | | | | | | |
| 所属機関・職名 | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| 住　所 | | | | | 〒 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 電　話 | | | | |  | | | | | | | | | E-mail | | | |  | | | | | | | | | | | | |
| ④活動日程 | | 月 | | 日 | | 曜 | | | | 活動内容（具体的に） | | | | | | | | | | | | | | | 宿泊場所 | | | | | | | | |
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| ⑤利用交通機関［※航空機利用を除き，日本国内に限る。］ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 月 | 日 | 発時刻 | | | 出発地 | | | | | | 経由地 | | 到着地 | | | | 便名・列車名 | | | | | | | 特 | | | 急 | | ﾊﾞｽ | 飛 | | | 該当欄に○ |
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| ⑥振込口座  ※参加者本人名義の口座に限ります | | ［銀行名］（国内金融機関のみ） | | | | | | | | | | | | | | ［ﾌﾘｶﾞﾅ］ | |  | | | | | | | | | | ［支店番号］ | | |  | | |
| ［支店名］ | | |  | | | | | | | | | | | | | | |
| □普通　　　□当座　　　口座番号［　　　　　　　　　　　　］※正確にご記入ください | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ［名義ﾌﾘｶﾞﾅ］ | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| ［口座名義］ | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| ⑦支払額  ※事務記入欄 | | ［交通費］ | | | | | 運賃・特急料金  ￥ | | | | | | | 航空運賃  ￥ | | | | | | | | | 計 | | | ￥ | | | | | | | |
| ［宿泊費］ | | | | | （単価）￥　　　　　　　×　　　泊 | | | | | | | | | | | | | | | | 計 | | | ￥ | | | | | | | |
| ［日　当］ | | | | | ￥　　　　　　　×　　　日 | | | | | | | | | | | | | | | | 計 | | | ￥ | | | | | | | |
| ［備　考］ | | | | |  | | | | | | | | | | | | | 合計金額 | | | | | | ￥ | | | | | | | |
| ※ 航空運賃は，領収書・明細書・搭乗券半券を添付してください。本州内からの移動には航空機は利用できません。  ※ 宿泊費は，予約手配書（WEB予約画面等を出力したもの）を添付してください。宿泊費実費の上限は12,000円／泊です。  ※ 日当をお支払いできる場合は，教授･准教授：3,800円／専任講師･助教：3,300円／助手：3,000円となります。  ※ 参加者お一人ごとに作成・提出してください。 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |