**Prior notification of overseas research**

　Date: (yy/mm/dd)

|  |  |
| --- | --- |
| Name |  |

1. Travel plan

|  |  |
| --- | --- |
| Purpose of the travel | * 1. Attend a conference / WS   Make a presentation / debate　  Participate only (no presentation)  Other ( )   * 1. Collect information / data   Interview  Visit company/institution/group etc.  Library  Other ( )   * 1. Receive guidance   From the International Supervisor  Other ( )   * 1. Other   ( ) |
| Destination(s)  (city, country) |  |
| Date and period of stay abroad | Leave Japan on / /  Return to Japan on / /  ( ) days |

1. Detail of the research activities

|  |  |
| --- | --- |
| Detail of the planned activities | \*Describe specifically the intended activities you’re going to do at the destination(s) and the objectives. |
| Host information | \*Please fill in the applicable fields which apply to the purpose of your travel.  Name and title/position of person who accept/supervise you at the destination(s)  1)  2)  Name of the university, institution, or company which the person belong to:  1)  2) |

1. Emergency contact while abroad

|  |  |
| --- | --- |
| Contact person in Japan | Name:  Relationship:  Phone number: ( ) -  E-mail:　　　　　　　 　　@ |
| Contact person in destination country | Name:  Relationship:  Phone number: ( ) -  E-mail:　　　　　　　 　　@ |
| Overseas travel insurance | Company:  Insurance policy number: |

1. Travel expense

|  |  |
| --- | --- |
| How do you cover the expense for this travel? | supported by a research grant from ( 　　　　 )  Grant name:  by myself  others (　　　　　　　　　　　　　　　　　　　　　　　　　　) |

1. Agreement from the Kyoto University supervisor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Supervisor | Name |  | Title/  Position |  |
| Signature |  | | | |

　★ Please submit flight e–ticket and a copy of insurance policy as well at the submission of this form .

For office use

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| 海外旅行保険  アイラック  渡航届 |