Date: / /

To

Division Chief, Finance and Accounting Division

Department:

Name:

Explanation for the change of business trip

I hereby submit the explanation for the change of business trip to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOTE

　１　Information about the business trip

Name　:

Objectives of the business trip　:

Place to visit:

Institution to visit:

Period（Before change）　:

 （After change） :

Grant in use: ・Personal Research Grant

・Paid by (institution name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ・I pay by myself.

　　２　Reasons of the change (please write in detail)