

出張の必要書類のまとめ

出張者区分	用務地	用務内容が確認できる資料 【出張前に提出】	用務を行ったことが確認できる資料 【出張後に提出】	航空機利用
本学教職員・学生 (旅費支給あり)		旅行日、用務先、用務内容が確認できる資料 <u>いずれか1つ</u>  【例】 ・開催通知等 (会議名、開催地、開催期間が載ったもの) ※発表の場合は発表者名の載った プログラム等 ・訪問相手先へのアポイントメール等  ※フィールドワーク等で、いずれも無い場合は不要	用務を行ったことが確認できる資料以下のいずれか1つ(写しでも可) 1) 学会参加票(事前に印刷可能な場合は参加時に配布されるネームホルダー等、現地参加が分かるものと併せて提出) 2) 会議のレジュメ 3) 学会のネームプレート 4) 訪問相手の名刺 5) 学会看板と出張者との写真 6) 学会集合写真 7) 用務中の写真 8) 調査ノートの写し 9) 主催者との事後メール 10) その他用務を行ったことが確認できる資料(任意様式の「出張用務確認書」を使用しても可) ※1～10のいずれも無い場合は、出張報告の成果報告欄に「いつ何をおこなったのか」等具体的な用務を記載して提出	以下の①②③の各資料 (②で旅程が確認できれば①は省略可)  ①航空券代及び旅程が確認できるもの (例:見積書・請求書・金額記載のフライトスケジュール・手配完了メール)  ②航空券代を支払ったことが確認できるもの (例:領収書原本・出張者名と旅程明細が記載された請求書原本・ATMの振込み控えの原本・金額が記載されたeチケット・カード明細の写し)  ③搭乗したことが確認できるもの (例:搭乗半券原本・保安検査証原本・搭乗案内原本・手荷物預け札原本・搭乗証明・国際線の2次元バーコード付モバイル搭乗券)  ※航空賃が他機関負担の場合は、旅程が確認できる資料(eチケット等)のみ提出
本学教職員 (全額先方負担)		開催通知や先方からの依頼文・メール等	《提出不要》	《提出不要》
国内の 他機関の者	本学内における 用務	旅行日、用務先、用務内容が確認できる資料 <u>いずれか1つ</u>	用務を行ったことが確認できる資料 <u>いずれか1つ(写しでも可)</u>	以下の①②③の各資料 (②で旅程が確認できれば①は省略可) ①航空券代及び旅程が確認できるもの(例:本学教職員と同じ) ②航空券代を支払ったことが確認できるもの(例:本学教職員と同じ) ③搭乗したことが確認できるもの 【往路】例:搭乗半券原本・保安検査証原本・搭乗案内原本・手荷物預け札原本・国際線の2次元バーコード付モバイル搭乗券・搭乗証明 【復路】例:搭乗半券写し・保安検査証写し・搭乗案内写し・手荷物預け札写し・国際線の2次元バーコード付モバイル搭乗券・搭乗証明
	本学外における 用務 (本学に来訪しない)	【例】本学教職員の旅費支給ありと同じ	【提出資料は本学教職員の旅費支給ありと同じ】	以下の①②③の各資料 (②で旅程が確認できれば①は省略可) ①航空券代及び旅程が確認できるもの(例:本学教職員と同じ) ②航空券代を支払ったことが確認できるもの(例:本学教職員と同じ) ③搭乗したことが確認できるもの 【往復ともに】 例:搭乗半券写し・保安検査証写し・搭乗案内写し・手荷物預け札写し・国際線の2次元バーコード付モバイル搭乗券・搭乗証明
海外からの 招へい者	本学内における 用務	旅行日、用務先、用務内容が確認できる資料 <u>いずれか1つ</u>	《提出不要》	以下の①②③の各資料 (②で旅程が確認できれば①は省略可) ①航空券代及び旅程が確認できるもの(例:本学教職員と同じ) ②航空券代を支払ったことが確認できるもの(例:本学教職員と同じ) ③搭乗したことが確認できるもの 【往路】例:搭乗半券原本・手荷物預け札原本・搭乗証明・国際線の2次元バーコード付モバイル搭乗券 【復路】例:搭乗半券写し・手荷物預け札写し・搭乗証明・航空券写し・eチケット写し・国際線の2次元バーコード付モバイル搭乗券
	本学外における 用務 (本学に来訪しない)	【例】本学教職員の旅費支給ありと同じ		以下の①②③の各資料 (②で旅程が確認できれば①は省略可) ①航空券代及び旅程が確認できるもの(例:本学教職員と同じ) ②航空券代を支払ったことが確認できるもの(例:本学教職員と同じ) ③搭乗したことが確認できるもの 【往復ともに】 例:搭乗半券写し・手荷物預け札写し・搭乗証明・航空券写し・eチケット写し・国際線の2次元バーコード付モバイル搭乗券

注) 用務を行ったことが確認できる資料がいずれも無い場合の「用務確認書(任意様式)」は、物品請求システムの「会計マニュアル」の「旅費関係」からダウンロードできます。

注) 航空券をJTBに依頼した場合は、搭乗半券・領収書の提出は不要です。ただし、当日に便の変更があった場合や自身で便の変更をした場合や、予算名に★印が付く外部資金の場合は搭乗半券を提出してください。

注) 国内の長距離高速バス利用、船舶利用、パック旅行、海外の鉄道・バス等利用、ピザ代、キャンセル料、海外招聘者への受領代理人払いの必要書類は、物品等請求システムの「会計マニュアル」のページをご確認ください。

注) 外部資金の資金元による個別の取扱いがある場合には、その取扱いによることとなりますのでご注意ください。

Required Documents for Business Travel

Traveler	Destination	Documents confirming business details [submit before the trip]	Documents verifying business conducted [submit after the trip]	Documents verifying air travel
Tokyo Tech faculty and students (travel expenses provided)		<b>A document confirming travel duration, destination, and business activities</b> [Examples] <ul style="list-style-type: none"><li>Meeting notification or similar documents announcing the official name of conference or event, venue, date, and duration. If the traveler will make a presentation at the conference, a program showing the traveler's name or similar document.</li><li>Email or other correspondence confirming the appointment with the other party at the destination.</li></ul> *Not required for events without such documents, such as fieldwork.	<b>One of the following documents</b> verifying that business was conducted (photocopies are accepted) 1) Conference attendance certificate *If printable in advance, submit along with a nametag holder or similar item certifying that the applicant was actually present at the site. 2) Meeting agenda 3) Name tag issued by the organizer 4) Business card of the other party to visit 5) Photograph showing the traveler and the conference banner 6) Group photograph of the conference 7) Photograph of the traveler conducting the business 8) Photocopy of research notes 9) Email between the traveler and the organizer sent after the event 10) Other documents verifying that business was conducted. Confirmation of Business Travel (or equivalent) can be substitute. If none of the above are available, describe business details including dates and times in the Outcome of Business Travel section of the Business Travel Report.	<b>One of each of the following three documents (if the itinerary can be verified by ②, then ① is not required.)</b>  ① Document confirming the itinerary and cost of plane tickets. [Examples] Quotation, invoice, flight schedule with airfare, or email confirming the travel arrangements.  ② Document verifying payment and cost of plane tickets. [Examples] Original receipt, original invoice showing the traveler's name and itinerary, original of ATM payment slip, photocopy of e-ticket or credit card statement showing the amount paid.  ③ Document verifying that the traveler had flown as planned. [Examples] Original boarding pass stubs, original security inspection certificate, original boarding information, original check-in baggage tag, boarding certificate, mobile boarding pass for international flights with two-dimensional bar code.  *If the airfare is borne by the other party, submit a document confirming the itinerary alone.
Tokyo Tech faculty (costs borne by the other party)		Meeting notification, email requesting the traveler to attend, or similar documents.	No submission is required.	No submission is required.
Personnel from non-Tokyo Tech organizations in Japan	Inside Tokyo Tech	<b>A document confirming travel duration, destination, and business activities.</b>  For examples, refer to the section above in the “Tokyo Tech faculty and students” row.	<b>One of the documents</b> verifying that business was conducted.  Refer to the section above in the “Tokyo Tech faculty and students” row.	<b>One of each of the following documents (if the itinerary can be verified by ②, then ① is not required.)</b> ① Document confirming the itinerary and cost of plane tickets. ② Document verifying payment and cost of plane tickets. (For examples of ① and ②, refer to the section above in the “Tokyo Tech faculty and students” row.) ③ Document verifying that the traveler had flown as planned. [Examples for outward route] Original boarding pass stubs, original security inspection certificate, original boarding information, original check-in baggage tag, mobile boarding pass for international flights with two-dimensional bar code, boarding certificate. [Examples for inward route] Photocopy of boarding pass stubs, photocopy of security inspection certificate, photocopy of boarding information, photocopy of check-in baggage tag, mobile boarding pass for international flights with two-dimensional bar code, boarding certificate.
	Outside Tokyo Tech (no visit to Tokyo Tech premises)			<b>Same as the section above in the “Inside Tokyo Tech” row.</b> [Examples for two-way route] Photocopy of boarding pass stubs, photocopy of security inspection certificate, photocopy of boarding information, photocopy of check-in baggage tag, mobile boarding pass for international flights with two-dimensional bar code, boarding certificate.
Invitees from outside Japan	Inside Tokyo Tech	<b>A document confirming travel duration, destination, and business activities.</b>  For examples, refer to the section above in the “Tokyo Tech faculty and students” row.	No submission is required.	<b>One of each of the following three documents (if the itinerary can be verified by ②, then ① is not required.)</b> ① Document confirming the itinerary and cost of plane tickets. ② Document verifying payment and cost of plane tickets. (For examples for ① and ②, refer to the section above in the “Tokyo Tech faculty and students” row.) ③ Document verifying that the traveler had flown as planned. [Examples for outward route] Original boarding pass stubs, original check-in baggage tag, boarding certificate, mobile boarding pass for international flights with two-dimensional bar code. [Examples for inward route] Photocopy of boarding pass stubs, photocopy of check-in baggage tag, boarding certificate, photocopy of plane ticket, photocopy of e-ticket, mobile boarding pass for international flights with two-dimensional bar code.
	Outside Tokyo Tech (no visit to Tokyo Tech premises)			<b>Same as the section above in the “Inside Tokyo Tech” row.</b> [Examples for two-way route] Photocopy of boarding pass stubs, photocopy of check-in baggage tag, boarding certificate, photocopy of plane ticket, photocopy of e-ticket, mobile boarding pass for international flights with two-dimensional bar code.

Note: If there is no document verifying that business was conducted, a Confirmation of Business Travel form (or a document containing equivalent information) can act as a substitute. The form can be downloaded at the Purchase Request System under the “Travel Related” section of “Manuals (「会計マニュアル」-「旅費関係」)”. Submission of boarding pass stubs and receipts is not required if plane tickets were arranged by the JTB. However, submission of boarding pass stubs is still required if the flight was changed for any reasons or if travel expenses are covered by external funds whose names are marked with the star (★). For documents required for long-distance express bus, boat, package tours, railways and buses in foreign countries, visa fees, cancelation charges, and receiving payment on behalf of invitees from outside Japan, refer to the “Manuals (会計マニュアル)” of the Purchase Request System. Rules stipulated by external funds, if any, must be followed.