

学長	学部長

<In case of GTI> GTI Director

事務局長	学務部	教育研究 支援課	担当

Tokyo International University

Personal Research Fund Use Application form for Academic Year ()

Submitted date : Year Month Day

I herewith pledge to comply with the following rules.

1. If the contents of this application have been changed significantly I shall resubmit the application immediately.
2. I shall observe the **Tokyo International University Research Funds Manual (Personal)** and other applicable rules and use the funds appropriately.
3. I understand that I am obliged to present reasons for the purchases with Usage Reason Form to the Academic Subsidies Office whenever deemed necessary.
4. Should improper use of the fund be found, I shall return the fund immediately.

Name of School	Title	Name (Please print)
		Stamp

Professional Associations	
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Description of Research	
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Research Plan and Outline	
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Method of research presentation	
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Grants-in-Aid for Scientific Research <KAKENHI>	adoption records (if any)		

<Tokubetsu Kenkyu Josei>	adoption records (if any)		

Expense Details of School: _____ / Name: _____				(Name _____)	
A. Expenses for goods				C. Membership fee for Academic institute (annual fee/conference fee), Honorarium	
Books, Magazines		Expense for Consumables			
Description	Amount	Description	Amount	Description	Amount
sub-total(①)	0	sub-total(②)	0	sub-total(③)	0
B. Travel expenses				Others other than A. ~ C.	
Traveling expense(Domestic)		Traveling expense(Overseas)			
Description	Amount	Description	Amount	Description	Amount
sub-total(④)	0	sub-total(⑤)	0	sub-total (⑥)	0
				Total amount	0

1. Books and magazines directly needed for research can be purchased by this fund.
General newspapers and magazines, and books available at the TIU library, are not covered by this fund.
2. Valid reason must be given for purchasing PCs and printers for the second time.
- 3 Payment of Travel expenses are subject to approval of Business trip application form.