

DTTMC Expense Reimbursement Request Sheet

You are supposed to request the reimbursement via e-mail to Treasurer in advance.

Request Date	
Requested by:	

Traveling	Date	From	To	Event name	Role in the event	Fare	Lodging	Total	
									¥0
									¥0
									¥0
									¥0
									¥0
									¥0
									¥0
Total								¥0	

Other Expenses than Traveling	Date	Accounting Item (Choose one from below.)	Additional Description of the expense (USD amount and FX rate)	Yen Amount	
Total				¥0	

Note1: The receipts should be attached in case you could get.

Note2: Items should be compiled in one line, e.g. round trip, copy charge, parking fee.

Note3: Accounting Item must be chosen from below:

1	Educational (like manuals, TI materials. Excluding #2)
2	Subsidy for TI manuals of Success Leadership / Communication Series(Specify Project name in Description)
3	Advertisement
4	Contest related (Specify Spring/Fall: Area/Division)
5	Admission Fee
6	Venue Fee
7	Equipment (Projector, Screen, etc)
8	Parking
9	Stationeries
10	Copying
11	Social event (Add description)
12	Other event (Add description)
13	Others

Grand Total	¥0
--------------------	-----------

Approved by VPE, if item #2 is applied.:

VPE	
Date	

Checked by:

Treasurer	
Date	

Countersign upon reception of the reimbursement.

Sign	
Date	