Student Overseas Business Travel Itinerary

１．Travel Information

|  |  |
| --- | --- |
| Major/Year  |  |
| Student ID Number/Student Name  |  |
| Supervising Professor (affiliation and name)  |  |
| Destination country/region  |  |
| Ministry of Foreign Affairs of Japan Infectious Disease Risk Level  |  |
| Period of Overseas Travel | 　　　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy) to \_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy) |
| Waiting period after returning to Japan | 　　　\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy) to \_\_\_\_\_\_\_\_\_\_\_\_\_(mm/dd/yyyy) |

Reference: Ministry of Foreign Affairs of Japan infectious disease risk ranking:

Level 1: All students may travel to these areas

Level 2: Only doctoral students may travel to these areas

Level 3: No student may travel to these areas.

２．Quarantine Schedule

|  |  |  |
| --- | --- | --- |
| Date | Means of transportation, Route, Quarantine Location | Notes |
| Write dates in mm/dd order. (mm/dd/yyyy)(mm/dd/yyyy)(mm/dd/yyyy)(mm/dd/yyyy)(mm/dd/yyyy) | Arrival at NaritaTravel to AccommodationsHotel QuarantineHotel QuarantineHotel QuarantineVoluntary COVID-19 TestActivity Restrictions LiftedTravel to Kyoto byShinkansenArrive home | ※If the quarantine facility chief is designating your accommodation, specify this.(If applicable, the quarantine facility will cover your accommodation and third-day COVID-19 test costs, etc.) |

※ This information will be used by supervisor to determine whether or not a student can travel overseas, Be as accurate as possible, even if you are still in the planning stage, as this information will be used for work management and travel expense reimbursement calculations.

※If there are any changes in your itinerary, means of transportation, etc. during the business trip or waiting period, submit a Business Trip Change Request as soon as possible.