

旅行計画書・外泊届(長期プログラム用)
(Travel Plan Form/Overnight Stay Report)

SAMPLE

プログラム名(Course Name)	UBC GCP	学生証番号(Student ID Number)	12345678901
学部 (College)	International Relations	回生 (Year)	2nd
氏名 (Name)	Ritsumei Taro	提出日 (Date of Submission) yy/mm/dd	16/12/01

期間 (出発) (Departure) yy/mm/dd	16/12/17	今回の旅行または外泊の理由 (The reason why you are making a trip or overnight stay)	Travel for sightseeing
期間 (到着) (Return) yy/mm/dd	16/12/20		
訪問先 (Destination)	Tronto		
代表者氏名 (Group Leader)	Ritsumei Taro		
同行者氏名 (Group Member(s))	None		
旅行中の緊急連絡先 (代表者) (Emergency Contact Information)	604-xxx-xxxx (mobile)		

旅程詳細 (Travel Plan)	日にち (Date)	宿泊先名 (Accommodation/Contact Information) (宿泊施設電話番号)	交通手段 (Transportation) (航空機の場合・便名も記載) (Flight Number)
Tronto, ON, Canada	From Dec 17 to Dec 20	Hotel Tronto (+1 416-xxx-xxx)	Vancouver to Tronto (Flight No. AC xxx) Tronto to Vancouver (Flight No. AC xxx)

★Activities and behaviors during free time/vacation (extract from Regulations for Program Participation)

- (1) Students shall not purchase nor operate automobiles, motorcycles, ships, boats, or aircrafts.
- (2) Students shall not engage in any dangerous leisure or sport activities including bungee jumping, sky diving, and scuba diving.
- (3) If students plan to travel or return to Japan/home country during term breaks/vacation, he/she shall submit the required documents to Ritsumeikan University by appointed deadline, and report the contact information to the host institution prior to the travel.
- (4) Students shall follow the instructions of change or cancellation regarding the travel mentioned in (3) when it is determined by Ritsumeika University or the host institution.
- (5) Students shall return to Japan/home country as soon as the program is ended.

*Check "Regulations for program participation" to follow other rules.

★How/where to submit

	How/where to submit	Deadline
UBC GCP	Submit to the UBC-Ritsumeikan Program Office	One week before the departure date