

To: NICT

## Notice of Domestic Business Trip

This is to inform you that I have been approved by the host organization to make a domestic business trip.

1. Period: from \_\_\_\_\_ to \_\_\_\_\_ .

2. Purpose: \_\_\_\_\_  
\_\_\_\_\_

3. Destination: \_\_\_\_\_

4. Route: \_\_\_\_\_

5. Total amount: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

[For the host organization] -----

Host organization \_\_\_\_\_

Person in charge \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_