

To: NICT

Notice of Overseas Business Trip

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

1. Period: from _____ to _____

If you are going abroad for business, please fill in items 2-4 below.

2. Purpose: _____

3. Destination: _____

4. Schedule: _____

Note: 1. Please submit this Notice to NICT at least 2 weeks before the planned departure date.

2. Insurance provided by NICT does not provide any coverage for you outside Japan, so you should arrange your own coverage.

Signature _____

Date _____

Name _____

[For the host organization] -----

Host organization _____

Person in charge _____

Signature _____

Date _____