

**Travel Expenses Support for Symposium Participants**  
**Guideline of “OLIS 50th Anniversary Life Insurance Symposium”**

Objectives : This support program is to bear actual travel expenses for the participants of OLIS symposium who are sent from companies/organizations with budget difficulties. We are to maximize our purpose of organization foundation, aiming to widely contribute to the development of life insurance in Asia by training people, who wish to study life insurance and by deepening international mutual understanding.

**1. Support details**

As set forth in the Outline of OLIS 50th Anniversary Life Insurance Symposium (11. Expenses and 13. Travel Expenses Support Program), a participant's company/organization shall bear the cost of a round-trip air ticket. We shall bear, however, aforementioned expenses for the company/organization if their application for our financial support is approved.

**2. Applicable Ticket**

The round-trip air ticket shall be limited to economy class. Participant or Participant's company/organization is obliged to purchase the ticket at the lowest rate available. Any ticket purchased in full economy class or any other class, or the last-minute purchase shall not be reimbursed by us. **The maximum reimbursement amount shall be US\$1,000 per person.**

**3. Application**

Applications submitted **by Friday, July 7** with other required documents (*Symposium Application Form and Passport Copy*) are qualified for screening.

**4. Screening**

(1) Only those applications that are fully completed and submitted by the deadline shall be considered for screening. The balance of number of participants among countries and companies/organizations is comprehensively examined at the secretariat office of the foundation and the final decision shall be made by President of OLICD Center. Total costs of TES program shall not exceed its

annual budget.

- (2) Screening shall be performed after approving applicants not applying for TES. In other words, **the applicants not applying for TES fill the seats first and the remaining seats go to the applicants applying for TES**. The applicants shall be notified of the results after the screening.

## 5. Applying process

Please fill out Support Request Form and send it to our office by the deadline. The form is available to download from the symposium's website.

## 6. Symposium Report

Qualified applicants shall be required to submit "Symposium Report" within two weeks after the symposium. The report shall be about 1 page on A4-size paper, single-spaced and written in English.

## 7. Payment Method

Reimbursement shall be **remitted to the designated bank account of the company/organization** after the participant has satisfactorily attended the symposium and upon submission of

- (1) Symposium report,
- (2) Reimbursement request form, and
- (3) Invoice/receipt from a travel agency.

## 8. Notes on application

For the case of incorrect information on application form, or violation of our regulations during the symposium, we shall cancel our support to the subjected participant.

To: Mr. Shigeaki Terada  
President  
Oriental Life Insurance Cultural Development Center

**OLIS 50th Anniversary Life Insurance Symposium**  
**Support Request Form for Travel Expenses**

I, on behalf of our Company/Organization, understand the purport set forth in the Travel Expenses Support for Symposium Participants and request here to bear actual travel expenses for \_\_\_\_\_(Name of applicant) to attend OLIS 50th Anniversary Life Insurance Symposium.

Company/Organization: \_\_\_\_\_

Country: \_\_\_\_\_

Name of Principal Officer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signer's Email: \_\_\_\_\_ @ \_\_\_\_\_

■ Applicant's Job Responsibilities:

.....  
.....  
.....  
.....  
.....  
.....  
.....

- Estimated amount to purchase a round trip ticket to Japan is \_\_\_\_\_  
in USD/JPY/Other \_\_\_\_\_ (Please circle one).

This is not intended to require that the actual amount paid to the ticket should match the estimated amount at the time of reimbursement; however, in case of a large difference in amounts, there is no guarantee of a full reimbursement. The maximum reimbursement amount is USD1,000 per person.