

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

**OLIS 2016 Autumn**  
**Support Request Form for Travel Expenses**

I, on behalf of our Company/Organization, understand the purport set forth in the Travel Expenses Support for Seminar Participants and request here to bear actual travel expenses for \_\_\_\_\_(Name of applicant) to attend OLIS 2016 Autumn.

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.

