

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

**OLIS 2016 Spring**  
**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 Spring.

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

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

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

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

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

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

■ Applicant's Responsibilities:

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- 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.