

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

OLIS 2017 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 2017 Spring.

Company/Organization: _____

Country: _____

Name of Principal Officer: _____

Job Title: _____

Signature: _____ Date: _____

Signer's Email: _____ @ _____

■ Applicant's Job 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; however, in case of a large difference in amounts, there is no guarantee of a full reimbursement.