

Business Travel Support Program for child-rearing employees, students, and incited guests
Documents and Workflow

Application:

- Application form (with the signature from the budget authorizer)
- Evidence of the business travel
(e.g. e-mail, the program of the workshop, flyer.)
- Parent's Travel Request Form (HEART system)
- The estimate of the children's airfare or the babysitting fee
(The airfare needs to have more than 2 estimates by JTB and other travel agency, such as Expedia)

■ Application Flow



Closing:

- The approved application form with the PO number of reimbursement payment
- Additional evidence
- Copy of the Travel Request Form of the parent (HEART)
- Copy of the Travel and Expense Report approved by the Travel Team (HEART)
- Expense Report of airfare or babysitting fee (HEART)
- Invoice of the child's airfare or the receipt of the babysitting fee
- Boarding pass

■ Closing Flow



Notes

1. Please separate documents into ① and ② in different clear files, and label "Applying to the Travel Support Program" on file ①.
2. After you submit documents to the Travel Team, the Travel Team, Diversity Section, or the Accounting Section will contact you if additional documents or information is necessary. Please be noted that the closing will take the extra time to proceed.
3. Even if the application has been approved, it will not be covered by this support program IF the traveler violates the guideline. Please read the guideline carefully and understand the rules.