

Dear Sir or Madam,

On behalf of your establishment, you are being asked to fill out a short form by a representative of Aoyama Gakuin University. In order to be reimbursed for travel expenses from our research funds, all representatives from our university are required to provide receipts for lodging. The form below serves as an official receipt in cases where an individual hotel or accommodation receipt is unattainable.

May we ask you to fill out the form below as the owner, manager, or general employee of the establishment? We apologize for this imposition, but this is a necessary part of our auditing system.

Please accept our sincere thanks for your cooperation in this matter.

Aoyama Gakuin University  
4-4-25 Shibuya, Shibuya-ku,  
Tokyo 150-8366, JAPAN

宿泊証明書 Verification of Accommodation

下記の方が、当ホテルにご宿泊いただきましたことを証明いたします。

We confirm that the person below stayed at our establishment on the dates stipulated below.

【宿泊先記入欄】 (To be completed by the hotel/place of lodging)

宿泊者名 Name of guest	
宿泊日 Period of stay	/ / ~ / / ( night(s)) date /month /year ~ date /month /year
Date signed (Today's date)	/ / date /month /year
Name of Establishment (you may attach a business card or print out of this information)	Address: tel:
Front desk employee or manager.	(Signature or Seal)

(大学使用欄)

			受付