

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

숙박증명서 Verification of Accommodation

아래 명의자가 저희들의 호텔에 숙박하셨음을 증명합니다.

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

【호텔측 기입란】 (To be completed by the hotel/place of lodging)

숙박자 이름 Name of guest	
숙박 일정 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

숙박증명서

아래 명의인이 저희들의 호텔에 숙박하셨음을 증명합니다.

【호텔측 기입란】

성함	
숙박기간	(年月日 및 숙박수를 기입) 年 月 日 ~ 年 月 日 (泊 日)
증명한 날 (본 증명서를 지참한 날)	年 月 日
施設名	所在地 : 電話番号 :
代表者名、印 (혹은 社名、社判 担当者印)	Ⓜ

〒150-8366 東京都市부야구 시부야 4-4-25
아오야마 가쿠인 대학

(大学使用欄)

			受付