

# Public Official Invitation Record and Checklist (Form2)

Signature Date Dptmt Manager	Signature Date Applicant
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<Prior Entry>

Invitation date and period	
Inviting organization	
Number of Public Officials	
Name(s) of Public Officials	
Location of Invitation (country, region)	
Contents of Invitation	
Will Entertainment or Gifts be provided? <sup>1</sup>	No / Yes ⇒ If yes, please provide for the File Number of Form 1: ...

<Post Entry>

Amount of expenses per 1 Public Official (lodging, transportation, meeting expenses, etc.) <sup>2</sup>		Deptmt Manager's Approval + Date
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## Invitation Checklist

- (A) I have checked that the Invitation is clearly necessary for business purposes of product demonstrations, explanations or other sales promotion activities or for executing the contents of a contract and the expenses to be borne by the department are reasonable.
- (B) I have checked that the period and schedule of the Invitation are consistent with its purpose.
- (C) I have checked that if the department bears expenses for air travel, accommodation or other items, these are arranged by that department and no additional expenses are provided.
- (D) I have checked that the means of transportation, accommodation facilities and other items are not luxurious.
- (E) I have checked that if an expense such as for nearby sightseeing which does not involve overnight stays during weekends, holidays or free time on weekdays will be borne by the department as incidental to the Invitation, the extent and amount are reasonable.

Name, Date & Signature of Applicant \_\_\_\_\_

Attached documents: Copy of expense report slip with evidence

Original storage – Each Department Storage period: 7 years

<sup>1</sup> If Entertainment or Gifts are provided during the Invitation period, create the “Public Official Entertainment and Gift Request and Follow-up Confirmation Form (Form 1)”

<sup>2</sup> The amount does not include amounts for Entertainment or Gifts.