

**<<Taikichiro Mori Memorial Research Grants>>  
Graduate Student Researcher Development Grant  
Honorary Receipt Form**

Date: YYYY / MM / DD

Dear President:

\_\_\_\_\_ Yen

If cash vouchers are given as honorarium, grant recipients must indicate the details below.

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I have received the amount above.

Date Received	YYYY / MM / DD
Address	Zip Code
Name in Katakana Notation	
Name in Chinese or Roman Characters	Seal
Affiliation	<input type="checkbox"/> Faculty of Policy Management
	<input type="checkbox"/> Faculty of Environment and Information Studies
	<input type="checkbox"/> Graduate School of Media and Governance
	<input type="checkbox"/> Other ( _____ )
Student Year	
Student ID Number	
Email Address	
Date of Birth (Mandatory)	YYYY / MM / DD
Gender	

Description:

Name of the Research Project	
Name of the Research Project Leader	Seal
Period of Work	From: YYYY / MM / DD To: YYYY / MM / DD ( _____ days)
Wages Per Hour	_____ yen per hour
Purpose/Description of Work	* Description of the work must be detailed, datewise.

Note: 1. Period of work and hourly wages must be specified. **(Undergraduate student receives: 850 yen/h, Graduate student and someone who is not a member of Keio University receives: 900 yen/h)**

**Working Hours Report (for Part-Timers)****Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Date	Working Hours														Total Working Hours
	9	10	11	12	13	14	15	16	17	18	19	20			
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2															
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Normal business hours: \_\_\_\_\_ hours × @ \_\_\_\_\_ yen = \_\_\_\_\_ yen  
Overtime: \_\_\_\_\_ hours × ① ( @ \_\_\_\_\_ yen × 1.25 ) = ② \_\_\_\_\_ yen  
① Round off to the nearest whole number\*(1)      ② Round off to the nearest ten\*(2)  
Total Amount: \_\_\_\_\_ yen

I approve the above-mentioned working hours report.

Name of the Research Project Leader: \_\_\_\_\_ Seal \_\_\_\_\_

Round off method:

\*(1): For decimal values of 5 and above add 1 to the numeric value on the left, and ignore any decimal values less than 5.

\*(2): For values of 5 to 9 add 10 to the value, and ignore the values less than 5.

Note: 1. Please indicate your working hours by connecting the time of starting and ending with a horizontal line.

2. **You are required to take one hour break if you work more than 6 hours at a stretch. When you work more than 8 hours a day, hours after 8th hour will be considered as overtime. (Overtime rate is 25% more than the normal rate.)**