（Form #4）

dd/mm/yyyy

**Project to Encourage Overseas Tourists to Visit and Stay in Himeji City**

**Report and Subsidy Invoice**

To: President, Himeji Convention & Visitors Bureau

Company Name:＿

President’s Name:

Address:

Post Code:

TEL:

Name of person in charge):

Signature:

E-mail:

We hereby attach the required documents and request payment of the subsidy under the Project to Encourage Overseas Tourists to Visit and Stay in Himeji City

|  |  |  |
| --- | --- | --- |
| Invoice amount | JPY | |
| Group Name  （Country or Region） | （ ） | |
| Tour Date | dd/mm/yyyy | |
| Number of Group Members  \*Excluding tour conductors | people | |
| Stay in Himeji City | Accommodation name | # of nights |

Required Documents:

1. Receipts (copies) or other documents that prove use of accommodation, tourist facilities and restaurants.

Please write in English for transfer to a bank outside Japan.

|  |  |  |
| --- | --- | --- |
| Account of Institution | Name of bank |  |
| Branch Name |  |
| Branch Address（※1） |  |
| *Swift Code or Sort Code*（※1） |  |
| Account type and account number |  |
| Account name (Recipient)  For banks in Japan only, please include furigana | |  |
| Recipient’s Address（※1） | |  |

※１ Not required for transfers to banks in Japan.

※２ Fees and charges relating to the transfer are borne by the travel agency.