


Staff #	Name	Month	Year

"0" = If arrived AFTER Arrival Time
 "1" = If arrived at Arrival Time
 "2" = Arrival Time at 2 places in One day

Date	Day	Circle One MIC / Sub Visit/KD/BL Others:_____	Location	Prep	First Lesson Start	Last Lesson End	Teaching Hours	Sales (Hours)	Training (Hours)	Travel Fee	Hanko
Example 10/8	Wed	MIC / Sub Visit/ KD /BL Others:_____	Osaka Dome	0 / ① / 2	16:00	19:20	3	0	0	¥680	
/1		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/2		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/3		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/4		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/5		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/6		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/7		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/8		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/9		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/10		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/11		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/12		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/13		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/14		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/15		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							

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/16		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/17		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/18		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/19		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/20		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/21		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/22		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/23		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/24		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/25		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/26		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/27		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/28		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/29		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/30		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							
/31		MIC / Sub Visit/ KD/BL Others:_____		0 / 1 / 2							