出張

60. 上司に出張の申請をする

 Subject: Request for business trip

Dear Ms. Liam:

 I would like to request your approval of my business trip to Tokyo, Japan.

 The summary of the trip is as follows:

 Date: May 5th through 8th (four days)

 Purpose: Participating in the International Robotics Exhibition 2015

 Budget: Total $10,000

 Hotel: Imperial Hotel

 For your approval.

Sincerely,

Brian Adams

61. 上司が出張を承認する

 Subject: Re:Request for business trip

Dear Brian

 Your request for a business trip to Tokyo has been approved.

 I understand the robotics information is crucial to our company.

 Please forward the necessary documents for me to sign.

 Sincerely,

 Liam Quai

62. 秘書に出張手配を依頼する

 Subject: Request to reserve a room

Dear Ms. Saito:

 I plan to go to Tokyo, next month to participate in the International Robotics Exhibition.

 I would appreciate it if you could make arrangements for hotel accommodations.

I would prefer a room either at Imperial or Conrad.

 Please let me know when you reserve a room.

 My itinerary is as follows:

 Check in : May 5th (Arr. Tokyo)

 Check out : May 8th

 Thank you in advance.

 Best regards,

 Brian Adams

63. 秘書が出張手配を行う

 Subject: Re: Request to reserve a room

Dear Mr. Adams:

 I have reserved a double-room for single-use at Imperial Hotel for 3-nights from May 5th.

 Please let me know your airline and flight number.

 If there is any other arrangement I can make, please feel free to ask me.

 Sincerely,

 Saito Hisako