

Business travel and Dormitory reservation in March & April

Please read this leaflet , and make an accommodation booking and/or apply for travel expenses.

Application deadline for travel expenses in JFY 2018 is **February 22 (Fri.)**.

A. Travel Expenses Only

- ① Business travel until March 31, 2019
Register/add the purpose of your visit to KEK/J-PARC for JFY 2018(from April 2018 to March 2019).
Please apply for the travel expenses as usual.
- ② When your business travel carries over to April,
Register/add the purpose of visit for both JFY 2018 and 2019, or do annual renewal procedure.
Application of travel expenses must be divided into two periods as follows;
-the first period closes on March 31st
-the second period starts from April 1st
- ③ Business travel start on/after April 1st
Register/add the purpose of your visit to KEK/J-PARC for JFY 2019(from April 2019 to March 2020).
Please apply for the travel expenses as usual.

B. Accommodation Booking and Travel Expenses

- ① Business travel until March 31, 2019
Register/add the purpose of your visit to KEK/J-PARC for JFY 2018(from April 2018 to March 2019).
Please book Tokai dormitory and travel expenses as usual.
- ② When your business travel carry over to April,
Register/add the purpose of visit for both JFY 2018 and 2019, or do annual renewal procedure.
First, please select the type of application " Accommodation Booking and Travel Expenses"
and apply dormitory booking and travel expense for two periods as follows;
-the first period: check out on March 31st
-the second period: check in on April 1st
Then, please select the type of application " Accommodation " and apply dormitory booking as follows;
-Check in on March 31st and Check out on April 1st ***Accommodation fee on the night of 31st can not be offset.**
- ③ Business travel start on/after April 1st
Register/add the purpose of your visit to KEK/J-PARC for JFY 2019(from April 2019 to March 2020).
Please book Tokai dormitory and travel expenses as usual.

C. Accommodation Only

- ① Business travel until March 31, 2019
Register/add the purpose of your visit to KEK/J-PARC for JFY 2018(from April 2018 to March 2019).
Please book Tokai dormitory as usual.
- ② When your business travel carry over to April,
Register/add the purpose of visit for both JFY 2018 and 2019, or do annual renewal procedure.
Tokai dormitory booking must be divided into two periods as follows;
-the first period: check out on April 1st
-the second period: check in on April 1st
- ③ Business travel start on/after April 1st
Register/add the purpose of your visit to KEK/J-PARC for JFY 2019(from April 2019 to March 2020).
Please book Tokai dormitory as usual.

Register the purpose of visit ○ : Necessary × : Unnecessary • Offset ○ : Available × : Not Available △ : Offset is Not Available for on the night of 31st

| Type | Example | Register the purpose of visit | | Offset | JFY 2018 | | | | JFY 2019 | | | | | | | |
|------|-------------|-------------------------------|----------|--------|---------------------------|-------|---------|-------|-------------------------|-------|---------|-------|---------|-------|---------|-------|
| | | JFY 2018 | JFY 2019 | | 3/29 | | 3/30 | | 3/31 | | 4/1 | | 4/2 | | 4/3 | |
| | | | | | morning | night | morning | night | morning | night | morning | night | morning | night | morning | night |
| A | ① 3/29~3/31 | ○ | × | × | 3/29-3/31 | | | | | | | | | | | |
| | ② 3/29~4/3 | ○ | ○ | × | 3/29-3/31 | | | | 4/1-4/3 | | | | | | | |
| | ③ 4/1~4/3 | × | ○ | × | | | | | 4/1-4/3 | | | | | | | |
| B | ① 3/29~3/31 | ○ | × | ○ | 3/29-3/31 | | | | | | | | | | | |
| | ② 3/29~4/3 | ○ | ○ | △ | 3/29-3/31 | | | | 4/1-4/3 | | | | | | | |
| | ③ 4/1~4/3 | × | ○ | ○ | | | | | 4/1-4/3 | | | | | | | |
| C | ① 3/29~3/31 | ○ | × | × | 3/29(night)~3/31(morning) | | | | | | | | | | | |
| | ② 3/29~4/3 | ○ | ○ | × | 3/29(night)~4/1(morning) | | | | 4/1(night)~4/3(morning) | | | | | | | |
| | ③ 4/1~4/3 | × | ○ | × | | | | | 4/1(night)~4/3(morning) | | | | | | | |