

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 2020 is **February 26 (Fri.)**.

A. Travel Expenses Only

① Business travel until March 31, 2021

Register/add the purpose of your visit to KEK/J-PARC for JFY 2020(from April 2020 to March 2021).
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 2020 and 2021, 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 2021(from April 2021 to March 2022).
Please apply for the travel expenses as usual.

B. Accommodation Booking and Travel Expenses

① Business travel until March 31, 2021

Register/add the purpose of your visit to KEK/J-PARC for JFY 2020(from April 2020 to March 2021).
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 2020 and 2021, 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 2021(from April 2021 to March 2022).
Please book Tokai dormitory and travel expenses as usual.

C. Accommodation Only

① Business travel until March 31, 2021

Register/add the purpose of your visit to KEK/J-PARC for JFY 2020(from April 2020 to March 2021).
Please book Tokai dormitory as usual.

② When your business travel carry over to April,

Register/add the purpose of visit for both JFY 2020 and 2021, 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 2021(from April 2021 to March 2022).
Please book Tokai dormitory as usual.

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

Type	Example	Register the purpose of visit		Offset	JFY 2020				JFY 2021									
		JFY 2020	JFY 2021		...	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	○	x	x		3/29-3/31												
	② 3/29~4/3	○	○	x		3/29-3/31				4/1-4/3								
	③ 4/1~4/3	x	○	x						4/1-4/3								
B	① 3/29~3/31	○	x	○	travel expenses	3/29-3/31												
					accommodation	3/29(night)~3/31(morning)												
	② 3/29~4/3	○	○	△	travel expenses	3/29-3/31				4/1-4/3								
					accommodation	3/29(night)~3/31(morning)				※3/31(night)		4/1(night)~4/3(morning)						
	③ 4/1~4/3	x	○	○						travel expenses	4/1-4/3							
					accommodation					4/1(night)~4/3(morning)								
C	① 3/29~3/31	○	x	x		3/29(night)~3/31(morning)												
	② 3/29~4/3	○	○	x		3/29(night)~4/1(morning)				4/1(night)~4/3(morning)								
	③ 4/1~4/3	x	○	x							4/1(night)~4/3(morning)							