

Business travel and Dormitory reservation in March & April

Travel expenses and accommodation booking must be applied separately for JFY 2021 and JFY 2022.

JFY 2021 Travel expenses: until March 31, Accommodation booking: until check in March 31,

JFY 2022 Travel expenses: from April 1, Accommodation booking: from check in April 1.

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

Application deadline for travel expenses in JFY 2021 is **February 25 (Fri.)**.

A. Travel Expenses Only

① Business travel until March 31, 2022

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.

② When your business travel carries over to April,

Register/add the purpose of visit for both JFY 2021 and 2022, 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 2022(from April 2022 to March 2023).
Please apply for the travel expenses as usual.

B. Accommodation Booking and Travel Expenses

① Business travel until March 31, 2022

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.

② When your business travel carry over to April,

Register/add the purpose of visit for both JFY 2021 and 2022, 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 so that accommodation fee will be deducted from travel expenses, as follows;
-the first period ending/ check-out on March 31st
-secondly, switch the purpose of visit to JFY2022 and apply the remaining period starting from 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.**
※Accommodation fee until the night of March 31st will be paid from JFY 2021 budget, daily pay after April 1st will be paid from JFY 2022 budget.

③ Business travel start on/after April 1st

Register/add the purpose of your visit to KEK/J-PARC for JFY 2022(from April 2022 to March 2023).
Please book Tokai dormitory and travel expenses as usual.

C. Accommodation Only

① Business travel until March 31, 2022

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

② When your business travel carry over to April,

Register/add the purpose of visit for both JFY 2021 and 2022, 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 2022(from April 2022 to March 2023).
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 2021				JFY 2022				
		JFY 2021	JFY 2022		...	3/29	3/30	3/31	4/1	4/2	4/3	...	
						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	○	×	○	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	×	○	○					travel expenses	4/1-4/3			
					accommodation					4/1(night)~4/3(morning)			
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)				