

Business travel and Dormitory reservation in March & April

Travel expenses and accommodation booking must be applied separately for JFY 2023 and JFY 2024.

JFY 2023 Travel expenses: until March 31, Accommodation booking: until check in March 31,

JFY 2024 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 2023 is **February 22 (Thu.)**.

A. Travel Expenses Only

① Business travel until March 31, 2024

Register/add the purpose of your visit to KEK/J-PARC for JFY 2023(from April 2023 to March 2024).
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 2023 and 2024, 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 2024(from April 2024 to March 2025).
Please apply for the travel expenses as usual.

B. Accommodation Booking and Travel Expenses

① Business travel until March 31, 2024

Register/add the purpose of your visit to KEK/J-PARC for JFY 2023(from April 2023 to March 2024).
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 2023 and 2024, 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 JFY2024 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 2023 budget, daily pay after April 1st will be paid from JFY 2024 budget.

③ Business travel start on/after April 1st

Register/add the purpose of your visit to KEK/J-PARC for JFY 2024(from April 2024 to March 2025).
Please book Tokai dormitory and travel expenses as usual.

C. Accommodation Only

① Business travel until March 31, 2024

Register/add the purpose of your visit to KEK/J-PARC for JFY 2023(from April 2023 to March 2024).
Please book Tokai dormitory as usual.

② When your business travel carry over to April,

Register/add the purpose of visit for both JFY 2023 and 2024, 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 2024(from April 2024 to March 2025).
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 2023 | | | | JFY 2024 | | | | |
|----------|-------------|-------------------------------|----------|--------|-----------------|---------------------------|---------|-------|-----------------|--------------------------------------|---------|-------|--|
| | | JFY 2023 | JFY 2024 | | ... | 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 | ○ | 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) | | | |