

# Business travel and Dormitory reservation in March & April

Travel expenses and accommodation booking must be applied separately for JFY 2024 and JFY 2025.

JFY 2024 Travel expenses: until March 31, Accommodation booking: until check in March 31,

JFY 2025 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 2024 is **February 21 (Fri.)**.

## A. Travel Expenses Only

### ① Business travel until March 31, 2025

**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.

### ② When your business travel carries over to April,

**Register**/add the purpose of visit for both JFY 2024 and 2025, or do annual renewal procedure.

**Note 1:** Application of travel expenses must be divided into two periods; the first period closes on March 31st, the second period starts from April 1st.

**Note 2:** Remark about the trip will be crossed over to April. Fill into remark column of both application forms.

### ③ Business travel start on / after April 1st

**Register**/add the purpose of your visit to KEK/J-PARC for JFY 2025(from April 2025 to March 2026).  
Please apply for the travel expenses as usual.

## B. Accommodation Booking and Travel Expenses

### ① Business travel until March 31, 2025

**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.

### ② When your business travel carry over to April,

**Register**/add the purpose of visit for both JFY 2024 and 2025, 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 JFY2025 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

**Note 1:** Accommodation fee on the night of 31st can not be offset. Accommodation fee until the night of March 31st will be paid from JFY 2024 budget, daily pay after April 1st will be paid from JFY 2025 budget.

**Note 2:** Remark about the trip will be crossed over to April. Fill into remark column of both application forms.

### ③ Business travel start on/after April 1st

**Register**/add the purpose of your visit to KEK/J-PARC for JFY 2024(from April 2025 to March 2026).

## C. Accommodation Only

### ① Business travel until March 31, 2025

**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.

### ② When your business travel carry over to April,

**Register**/add the purpose of visit for both JFY 2024 and 2025, 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 2025(from April 2025 to March 2026).  
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 2024				JFY 2025				
		JFY 2024	JFY 2025		...	3/29	3/30	3/31	4/1	4/2	4/3	...	
					morning	night	morning	night	morning	night	morning	night	morning
<b>A</b>	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>B</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)			
<b>C</b>	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)			