Applying for Travel Expenses Support (Manual)

＜J-PARC User Support System＞

Menu

Introduction

- KEK users can apply for KEK Travel expense applications.

- The Details of payment amount are round-trip transportation expenses, daily allowance, and accommodation expenses. Transportation expenses includes only domestic travel and is equivalent amount to the amount using public transportation. Even if you are on a business trip from overseas, the scope of payment is only for domestic travel.

- The amount of payment will be calculated in accordance with the KEK Travel Expenses Regulations. Therefore, the calculated amount may not be equal to the actual itinerary. The calculated amount will vary depending on the business content, position at affiliation, accommodation, etc.

- Please note that travel expense application and application to visit J-PARC (application to enter J-PARC site) are different procedures.

- Sign in to the J-PARC User Support System to apply for travel expenses. In order to sign in, it is necessary to register a user account and/or add additional duties in the relevant fiscal year.
  https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

- Change your affiliation information before applying for travel expenses as it affect the calculation of travel expenses.

1．Flowchart of receiving travel expenses

[Bank Transfer] If you have a bank account in Japan, you will receive it by bank transfer.

1. Apply for travel expenses
Must be pre-application in principle.

2. Application approved
You will receive a notification of approval completion from the system within a few business days to a week after application.

3. Register a bank account

4. Confirm the itinerary
A few business days after the end of the business trip, you will receive a confirmation request notification from the system, and confirm immediately. After confirmation, Users Office proceeds to calculation. For any changes, inform Users Office the details at [modify] of itinerary Verification via the system.

5. Payed by bank transfer
Regular payment date around the 25th of every month excluding bank holidays.

Normally, for business trips that end by the 25th, payment is made on the regular day of the following month, but depending on the procedure, payment may be made after that.

[Cash transfer] If you <u>do not have a bank account in Japan</u>, you will receive in cash.

1. Apply for travel expenses
Must apply at least 2 weeks before the business trip start date.

2. Application approved
You will receive a notification of approval completion from the system within a few business days to a week after application.

3. Confirm itinerary and payment date
You will receive an email from the Users Office about confirming the itinerary details and pick-up date. Reply promptly.

4. Receive travel expenses in cash
Please come to the J-PARC Center Users Office (for business trips at the Tokai Campus) or Accounting Division (for business trips at the Tsukuba Campus) on the designated date.

If your itinerary changes while you are on a business trip, please contact Users Office immediately.

Please make sure that it takes several business days from recalculation of amount to payment date.

２．Travel expense application

Must apply before business trip as a general rule. For payment, if travel expenses cannot be paid by bank transfer, ex. travelers from overseas, payment by cash is available instead. If you do not have a bank account in Japan and wish to receive in cash, please apply at least 2 weeks before the start date of your business trip as it will take time to prepare.

J-PARC User Support System https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

1. Sign in, click the left menu [Accommodation Booking and/or Travel Expenses]

2. Click '**Apply, View, Modify or Cancel my reservation**' displayed on the website.
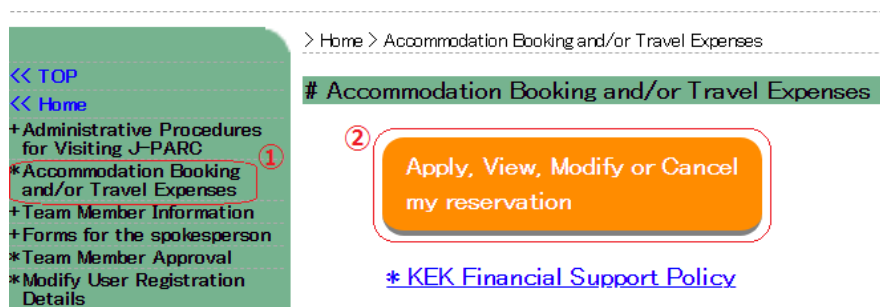
3. Open the Application-Only page, select the registered [Primary purpose of visit to KEK] and [Details] of [appropriate details].

   ＊:The selected primary purpose is subject to the travel expenses.

4. [**Please select the type of application to be made**] 'Accommodation Booking and Travel Expenses'.
   Click [Next].

5. Enter the contents of [**Travel Expenses Application**] and click [**Next**].
   For itineraries that are difficult to enter in (1) to (6), please describe the details in (7).
   If you are uncertain about filling out the form, please contact Users Office (j-uo@ml.j-parc.jp).

#Make an Accommodation Booking and/or Apply for Travel Expenses

[Application Type]
Travel Expenses Only

[User Information]
* If you change your affiliation, please contact the Users Office by e-mail.
1.Name
2.Classification of system
3.Affiliation
4.Primary purpose of visit to KEK
5.Details

[Travel Expenses Application]
1.Application Period ①
2021 / 05 / 19 - 2021 / 05 / 19

2.Departure Location
* Except in special cases, graduate students should select "Home". If unsure please contact the Users Office.
* If you have selected "Other" please enter your Departure Location in the field labeled "Other Location Details".

Others ②

Other Location Details
③

3.Did/Will you visit any other locations during this travel on related business?
* If "Yes" please give details (place and dates) in the field labeled "Related visits".

○ No ○ Yes

Related visits
④

4.Final Destination
* If "Other", please give details in the field labeled "Destinations other than KEK".

KEK(Tokai)

Destinations other than KEK
③
* Write name of the organization, first.

5.Did/Will you travel by air on this trip? ⑤
* The cost of air travel can only be paid in cases that the distance exceeds 800km one way.
* The areas where the distance from departure to KEK , that use of air travel is allowed in Japan are Hokkaido, Aomori prf., prf., Ishikawa prf.,Tottori prf.,Shimane prf., Hiroshima prf., Yamaguchi prf., Shikoku area, Kyusyu area and Okinawa prf..

○ No ○ Yes

6.Did/Will this travel receive financial support from any other source (including inside KEK)?
* If "Yes" please give details including the name of the source and the dates of travel covered by that source in the box of funding".

○ No ○ Yes

Other sources of funding
⑥

7.Special Circumstances
If there are special circumstances relating to this travel expenses claim, please give details in the box below (e.g. if you are than one experiment, or visiting other institutions before/after coming to KEK). Also, in order to make a travel allowance pay on KEK regulation, if you stay at your house or family home (You'll be paid for travel cost and daily allowance but not for loc accommodation at no charge or a local public organization or an independent administrative institution or a national university Inter-University Research Institute except KEK, fill in a notification.
⑦

8.Beamline, Beamtime Selection ⑧
* If you wish to select from the table below an entry for which the maximum number of participants to already been reached, please contact the Experiment Spokesperson.

Select	Proposal No.	Spokesperson	Beamline	Start Date	Finish Date	Beamtime(hrs) (maintenance, excluded)	Max. No. of Participants

Beamtime(hr
Up to 24
Over 24
PAC score over
additional

9.In case you will be coming to KEK for business trip before or after the allocated beamtime, please expla below. If it is Maintenance with provided travel expenses, you do not need to select any beamtime listed still you are asked to write the reason.
⑨

Please click the [Next] button to enter the above details and move to the Confirmation Page.

[Next] [Clear] [Clear & Back]

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①As a general rule, prior application is required. Even after a business trip application will be acceptable if the travel expense approver permits.

②Graduate students: Home
Other than Graduate students: Affiliated institution
[For Business trips from overseas] Since the scope of payment is limited only for travel in Japan, domestic airports are applicable departure and arrival points.

③ If departure and arrival points are different from home/university/company, for-instance going to another business trips before and after, select 'Other' and enter correctly. Make sure that KEK only pay for the relevant part of KEK business.
[Example: Before business in J-PARC, having a trip to YYY University departed from my Institute. -> Select 'Others' and enter location details.]

④If there is a waypoint between the departure point and the arrival point, select 'Yes' and enter details. Make sure KEK only pay for the relevant part of KEK business.

⑤If 'Yes' please submit the original boarding pass (boarding certificate) and receipt immediately after the business trip. After receiving the documents, the payment procedure will resume. Mail a documents or send an electronic data by email. If the travel information on boarding pass and receipt are not related, we may ask you to submit an itinerary and/or an email at the time of booking, etc.

⑥If you have other travel expenses paid by KEK in series with this business trip, select 'Yes' and enter details. [Examples: ABC Committee / 123 Experiment]

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⑦Please enter any supplementary information and items which will be affected/related to calculation of transportation expenses, daily allowance and accommodation expenses (these are travel expenses), such as the followings.
- use different routes for round trips   - have another business before and after of this trip
- have another business during this trip [Example: 1April-5April for 123 expt., 3April-8April is 456 expt.]
- get a travel budget paid by other KEK business
- ride in the car another person drives
- use a KEK shuttle bus between Tsukuba and Tokai campus
- use accommodation other than the dormitory   - receive a reward   - package tour, etc
Payments which overlaps with other expenses are not allowed. Adjust the burden part before this application.

⑧Entry is unnecessary for this column.

⑨If this visit is not for allocated bemtime, describe the reason in ⑦ or here.
(Examples) preparation of experiment, pre-meeting, tidying up, data analysis, etc.

6. Check the contents and if there is no typing error, click [Next] to complete the application.

When the approval of the travel expense approver is obtained, the system will notify you of the completion of approval.

Please note that it may not be approved due to budgetary conditions or other reasons.

Travel expenses are calculated according to KEK Travel Expense Regulations.

About submission of receipt

You do not need to submit a receipt for the railroad fare, car fare, and accommodation fee, as the travel expenses will be paid at the specified amount. Receipts need to be submitted only when using an **aircraft**. Please submit the **original boarding pass (boarding certificate) and receipt** immediately after the business trip. After receiving the documents, the payment procedure will resume. Mail a documents or send an electronic data by email.

* If the boarding pass and receipt information are not related in series,

We may ask you to submit supplementary documents, ex. an itinerary, an email at the time of booking, and etc.

3. Accommodation reservation & travel expense application

'Offset' can accommodation expenses deducted from travel expenses payment in application process.

(Applicant is required to select 'Accommodation Reservation & Travel Expense Application' of [application type]).

J-PARC User Support System https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

1. Sign in, click the left menu [Accommodation Booking and/or Travel Expenses]

2. Click '**Apply, View, Modify or Cancel my reservation**' displayed on the right side.

3. Open the Application-Only page, select the registered [Primary purpose of visit to KEK] and [Details] of [appropriate details].

4. [**Please select the type of application to be made**] 'Accommodation Booking and Travel Expenses'.
   Click [Next].

5. Enter the contents of [**Accommodation Booking**] and click [**Next**].

6. Enter the contents of [**Travel Expenses Application**] and click [**Next**].
   For itineraries that are difficult to enter in (1) to (6), please describe the details in (7).
   If you are uncertain about filling out the form, please contact Users Office (j-uo@ml.j-parc.jp).

Make an Accommodation Booking and/or Apply for Travel Expenses

[Application Type]

Accommodation Booking and Travel Expenses

[User Information]
* If you change your affiliation, please contact the Users Office by e-mail.

1. Name

2. Classification of system

3. Affiliation

4. Primary purpose of visit to KEK

5. Details

[Travel Expenses Application]

1. Application Period ①

[▾ / ▾ / ▾ 📅 - ▾ / ▾ / ▾ 📅]

[Set Period to Match Accommodation Request]

2. Departure Location
* Except in special cases, graduate students should select "Home". If unsure please contact the Users Office.
* If you have selected "Other" please enter your Departure Location in the field labeled "Other Location Details".

[Affiliation ▾] ②   Other Location Details ③

3. Did/Will you visit any other locations during this travel on related business?
* If "Yes" please give details (place and dates) in the field labeled "Related visits".

◉ No ○ Yes   Related visits ④

4. Final Destination
* If "Other", please give details in the field labeled "Destinations other than KEK".

[KEK(Tokai) ▾]   Destinations other than KEK ③
* Write name of the organization, first.

5. Did/Will you travel by air on this trip? ⑤
* The cost of air travel can only be paid in cases that the distance exceeds 800km one way.
* The areas where the distance from departure to KEK , that use of air travel is allowed in Japan are Hokkaido, Aomori prf , Akita prf ,Ishikawa prf,Tottori prf,Shimane prf, Hiroshima prf, Yamaguchi prf, Shikoku area, Kyusyu area and Okinawa prf..

◉ No ○ Yes

6. Did/Will this travel receive financial support from any other source (including inside KEK)?
* If "Yes" please give details including the name of the source and the dates of travel covered by that source in the box labeled "... of funding".

◉ No ○ Yes   Other sources of funding ⑥

7. Special Circumstances
If there are special circumstances relating to this travel expenses claim, please give details in the box below (e.g. if you are participating in more than one experiment, or visiting other institutions before/after coming to KEK). Also, in order to make a travel allowance payment properly based on KEK regulation, if you stay at your house or family home (You'll be paid for travel cost and daily allowance but not for lodging charge), take accommodation at no charge or a local public organization or an independent administrative institution or a national university corporation or an Inter-University Research Institute except KEK, fill in a notification.

⑦

8. Beamline, Beamtime Selection ⑧
* If you wish to select from the table below an entry for which the maximum number of participants to be funded has already been reached, please contact the Experiment Spokesperson.

Select	Proposal No.	Spokesperson	Beamline	Start Date	Finish Date	Beamtime(hrs) (maintenance, excluded)	Max. No. of Participants	No. ...

Beamtime(hrs) of ...
Up to 24
Over 24
PAC score over 4.0, additional

9. In case you will be coming to KEK for business trip before or after the allocated beamtime, please explain the ... below. If it is Maintenance with provided travel expenses, you do not need to select any beamtime listed in above... still you are asked to write the reason.

⑨

Please click the [Next] button to enter the above details and move to the Confirmation Page.

[Next] [Clear] [Clear & Back]

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①As a general rule, prior application is required. Even after a business trip application will be acceptable if the travel expense approver permits.

②Graduate students: Home
Other than Graduate students: Affiliated institution
[For Business trips from overseas] Since the scope of payment is limited only for travel in Japan, domestic airports are applicable departure and arrival points.

③ If departure and arrival points are different from home/university/company, for-instance going to another business trips before and after, select 'Other' and enter correctly. Make sure that KEK only pay for the relevant part of KEK business.
[Example: Before business in J-PARC, having a trip to YYY University departed from my Institute. -> Select 'Others' and enter location details.]

④If there is a waypoint between the departure point and the arrival point, select 'Yes' and enter details. Make sure KEK only pay for the relevant part of KEK business.

⑤If 'Yes' please submit the original boarding pass (boarding certificate) and receipt immediately after the business trip. After receiving the documents, the payment procedure will resume. Mail a documents or send an electronic data by email. If the travel information on boarding pass and receipt are not related, we may ask you to submit an itinerary and/or an email at the time of booking, etc.

⑥If you have other travel expenses paid by KEK in series with this business trip, select 'Yes' and enter details. [Examples: ABC Committee / 123 Experiment]

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⑦Please enter any supplementary information and items which will be affected/related to calculation of transportation expenses, daily allowance and accommodation expenses (these are travel expenses), such as the followings.

- use different routes for round trips   - have another business before and after of this trip

- have another business during this trip [Example: 1April-5April for 123 expt., 3April-8April is 456 expt.]

- get a travel budget paid by other KEK business

- ride in the car another person drives

- use a KEK shuttle bus between Tsukuba and Tokai campus

- use accommodation other than the dormitory   - receive a reward   - package tour, etc

Payments which overlaps with other expenses are not allowed. Adjust the burden part before this application.

⑧Entry is unnecessary for this column.

⑨If this visit is not for allocated bemtime, describe the reason in ⑦ or here.

[Examples: preparation of experiment, pre-meeting, tidying up, data analysis, etc.]

7. Check the contents once again and click [Next]. Once it is approved by travel expense approver, you will receive an approval completion notification from the system. Make sure that requests may be remanded due to budgetary conditions or other reasons. Travel expenses amount is calculated in accordance with the KEK Travel Expenses Regulations.

Offset

Only for travel expense applicant. Once the applicant book Tokai/Tsukuba Dormitory and apply for travel expenses, accommodation expenses of the dormitory will be deducted from the travel expenses which will be transferred. Therefore 'offset' eliminates the need to pay dormitory room rates at check-out.

Check your application is offset or not   Sign in J-PARC User Support System and go to [Accommodation Booking and Travel Expenses Application Status] , 'Accommodation charges' field of [1. Accommodation and Travel Expenses Status]. Status of application is as follows.

   DEDUCTED : Subject to offset

   UNPAYED : Not Satisfied to offset, charged (paying not done)

   NOT FIXED : Not Satisfied to offset, before check-in

// Requirements //

Travel expenses and Tokai / Tsukuba dormitories usage fees can be offset when all of the following conditions are met.

1. Select [Accommodation Reservation & Travel Expense Application] as the application type when applying for accommodation. If you apply for travel expenses and accommodation reservations separately, will not be offset. To modify applications to offset, please contact Users Office (j-uo@ml.j-parc.jp).

2. There is no inconsistency between the period of travel expense application and accommodation reservation. Example) If the accommodation reservation period is longer than the travel expense application period, it will be considered inconsistent and will not be offset.

3. The business of travel expense application is same with accommodation application.

4. Never multiple budget executed by KEK (including external funds such as Grants-in-Aid for Scientific Research).

5. In the travel expense application, the departure location and final destination are not 'Others' and there is no waypoint.

6. Payment will be made by bank transfer.

7. Accommodation fee is unpaid.

> Home > Accommodation Booking and Travel Expenses Application Status > Accommodation and Travel Expenses Status

<< KEK TOP
+ Accommodation Booking and/or Travel Expenses
− Accommodation Booking and Travel Expenses Application Status
  1. Accommodation and Travel Expenses Status
  2. Verification of Itinerary and accommodation
* View Dormitory Room Availability
* Site Map

Contact
KEK Users Office
Tel:029-879-6135,6136
Fax:029-879-6137
E-mail:
usersoffice@mail.kek.jp

Accommodation and Travel Expenses Status

Use this page to print out a Dormitory Usage Record or a Work-related Travel Permission Request form if required.

Select the visit for which you require printed documentation from the table below and click the appropriate button. A PDF version of the requested document will open in a separate window for you to save or print.

To view the details of any accommodation booking click on the relevant Reservation No. in the table below.

5 hit   1 / 1 Page   Top   Prev Next Last

| Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Accom. Charge Status
D2021-00002847	2021/07/01~2021/07/02	2021/07/01~2021/07/02	Accommodation Travel Expenses	APPROVED	DEDUCTED
D2021-00002848	2021/07/03~2021/07/04	~	Accommodation		UNPAID
D2021-00002849	~	2021/07/03~2021/07/04	Travel Expenses	PENDING	–
D2021-00002850	2021/07/05~2021/07/06	2021/07/05~2021/07/06	Accommodation Travel Expenses	PENDING	DEDUCTED
D2021-00002851	2021/07/07~2021/07/08	2021/07/07~2021/07/08	Accommodation Travel Expenses	PENDING	NOT FIXED

４．Confirm application status

J-PARC User Support System https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

1. Sign in, click the left menu [Accommodation Booking and/or Travel Expenses]

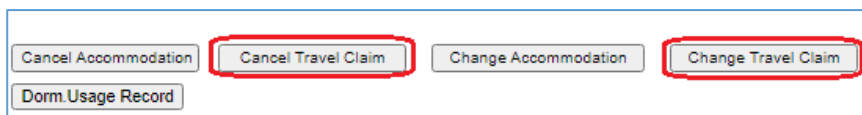2. Click '**Apply, View, Modify or Cancel my reservation**' displayed on the right side.
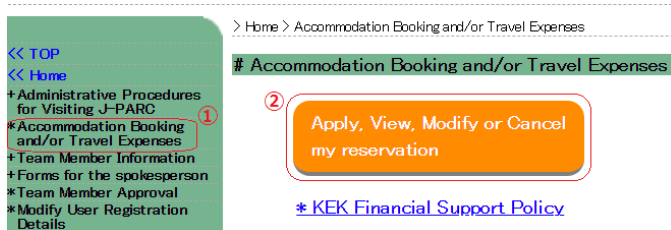
3. Open the Application-Only page, select [Accommodation Booking and/or Travel Expenses],
   '**1. Accommodation and Travel Expenses Status**'.
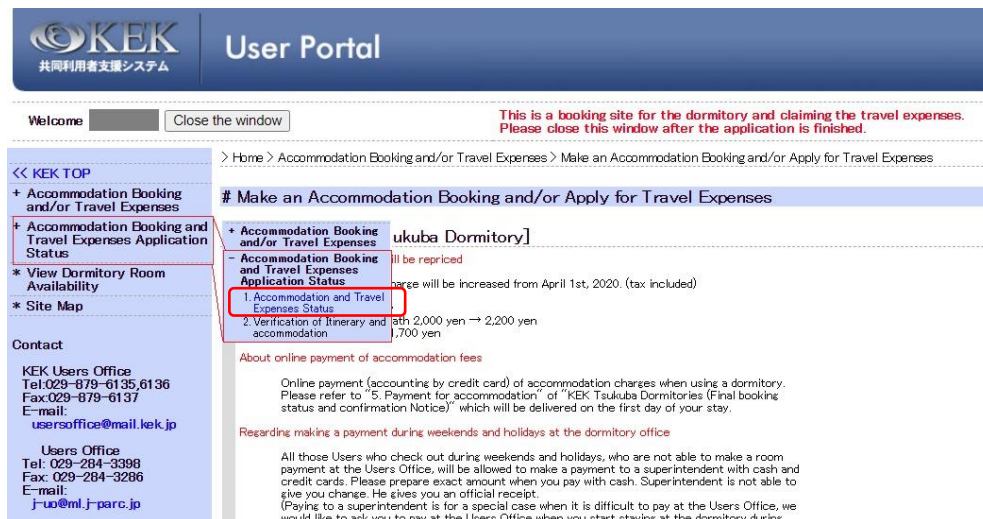
4. **Select the reservation number** to open the reservation details.

Issue an accommodation usage certificate

1. After 4-4, click [**Dorm Usage Record**] at the bottom.
2. The accommodation permit 'KEK Tsukuba/Tokai Dormitory Reservation Confirmation' will be displayed and can be downloaded and printed. * Showing it at dormitory will make the check-in smoothly.

Download Invitation Letter of business trip

1. After 4-4, click [**Work Travel PermissionReq**] in the very bottom.
2. The business trip request form will be displayed. Download and print it.
   The [Work Travel PermissionReq] button will be visualized after the travel expense application is approved.

[Travel Expenses Application]

1.Application Period
2021 / 05/ 18 - 2021 / 05/ 21

2.Departure Location
Affiliation   Other Location Details

3.Did/Will you visit any other locations during this travel on related business?
No   Related visits

4.Final Destination
KEK(Tokai)   Destinations other than KEK

5.Did/Will you travel by air on this trip?
No

6.Did/Will this travel receive financial support from any other source (including inside KEK)?
No   Other sources of funding

7.Special Circumstances

8.Beamline, Beamtime Selection
   * If you wish to select from the table below an entry for which the maximum number of participants to be funded has
     already been reached, please contact the Experiment Spokesperson.

Select	Proposal No.	Spokesperson	Beamline	Start Date	Finish Date	Beamtime(hrs) (maintenance, excluded)	Max. No. of Participants	No. of Participants Already Applied

Beamtime(hrs)	Maximum No. of participants to be funded
Up to 24	1
Over 24	1
PAC score over 4.0, additional	0

9.If your nominated travel period (wholly or in part) is outside that of the allocated beamtime, please provide justification below.

[Dorm.Usage Record] [Work Travel PermissionReq]

Verification of Itinerary

You will receive an itinerary confirmation request email within a few days after your business trip.

Follow the directions to complete the confirmation.

Payment procedure will not be done unless confirmation is completed.

1. After 4-3, select '2. Verification of Itinerary and accommodation'.

2. Click the reservation number of the application for which you want to confirm the itinerary.

3. Check the contents and if there are no problems, [Confirm] → [Confirm].

* If there are any changes, please let us know the changes in [Modify].

5．Cancellation and Change

J-PARC User Support System https://jus.j-parc.jp/usjparc/ui/UI_00000E.do

1. After signing in, click the left menu [Accommodation Booking and/or Travel Expenses].

2. Click '**Apply, View, Modify or Cancel my reservation**' displayed on the right side.
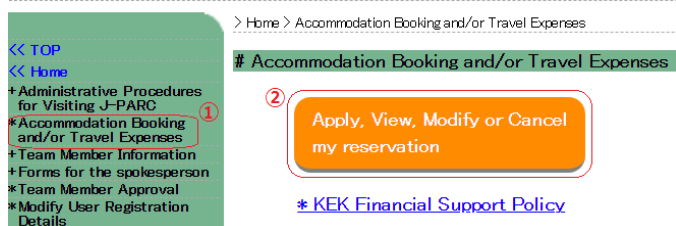
3. Open the application-only site, select [Accommodation Booking and/or Travel Expenses] on the left menu,
   '**2.Cancel/Change Accommodation Booking or Travel Expenses Application**'.

4. **Select the reservation number** you want to change or cancel from the application list.

5. Click [**Cancel** Travel Claim] or [**Change** Travel Claim]

6. Complete to [Change] or [Cancel].

7. Must cancel your accommodation <u>separately</u> as **accommodation** application will not be canceled just by canceling **travel expense** application. <u>Return to the application list (5) and perform</u> [**Cancel Accommodation**].

６． Bank Account registration

If you have a bank account in Japan, follow the directions below to register your account information. (Those who have registered in the past with the KEK User Support System do not need to register again unless the account information is changed.)
Only those who do not have a bank account in Japan, such as travelers from overseas, will be able to pay in cash at the UO counter.

J-PARC User Support System https://jus.j-parc.jp/usjparc/ui/UI_00000E.do
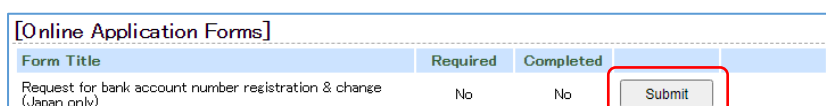
1. After signing in, click the left menu 'Administrative Procedures for Visiting J-PARC', [1. Administration relating to your visit].

2. Click [Next]

3. Click [Submit] on 'Request for bank account number registration & change (Japan only)' at [Online Application Forms]

4. Read carefully 'Notice of registration' and enter your account information.

Select [Registration] or [Change]

Fill in the account name on the first page of the passbook spread

Enter your own address and phone number

If you select 'Yes' and enter your email address, you will be notified when the transfer date is confirmed.

5. Confirm the input contents, [Confirm] → [Confirm]

   Bank transfer will be made on the regular payment date (around the 25th of every month) after the payment procedure is completed. (Basically, payment is made the month after the end of the business trip)　If you wish to change the transfer account, select [Change] in 4 and re-register.