

How to check your reservation status and Travel Expenses Status

There are two ways.

Please enter your User Portal ⇒

1. Left-hand side of screen 「Accommodation Booking and/or Travel Expenses」
⇒ 「2. Cancel/Change Accommodation Booking or Travel Expenses」

2. Left-hand side of screen 「Accommodation Booking and Travel Expenses Application Status」
⇒ 「1. Accommodation and Travel Expenses Status」

1.
「Accommodation Booking and/or Travel Expenses」
↓
「2. Cancel/Change Accommodation Booking or Travel Expenses」

※APPROVED will be indicated after approval.

Home > Accommodation Booking and/or Travel Expenses > Cancel/Change Accommodation Booking or Travel Expenses Application

#Cancel/Change Accommodation Booking or Travel Expenses Application

Click reservation number for cancel or change.

[Note]Cancel or change of accommodation reservation

- It is acceptable by 24:00 of the day before of your stay from this page.
- Please call or E-mail Users Office directly by 24:00 of the day before of the subject date if you are currently staying at the accommodation.
- Cancel for the current day cannot be acceptable. The room rate will be charged.

Reservation No.	Accommodation Period	Travel Expenses Period	Approval Status	Application Type
D2015-0015415	2016/02/10~2016/02/29	2016/02/10~2016/02/29	PENDING	Accommodation Travel Expenses

2.
「Accommodation Booking and Travel Expenses Application Status」
↓
「1. Accommodation and Travel Expenses Status」

※ APPROVED will be indicated after approval.

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

#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.

Reservation No.	Accommodation Period	Travel Expenses Period	Application Type	Approval Status	Accom. Charge Status
D2015-0015415	2016/02/10~2016/02/29	2016/02/10~2016/02/29	Accommodation Travel Expenses	APPROVED	NOT FIXED