

How to make a cancellation / Change of Booking and Travel Expenses

Request for : Cancellation of your accommodation reservation must be made until one day earlier, or you will be required to pay full charge.

If you need to cancel or change the reservation, please do so your portal site before your check in.

If you want to change details of your booking after check in, please contact Users Office below.

Users Office: Office Hours: 9:00-17:00 on Mon. to Fri. (Except national holidays and Dec.29 - Jan.3)

E-mail: usersoffice@mail.kek.jp

Please specify the following information when you contact us by e-mail. (Name, Affiliation, Period of the confirmed reservation, Change of days)

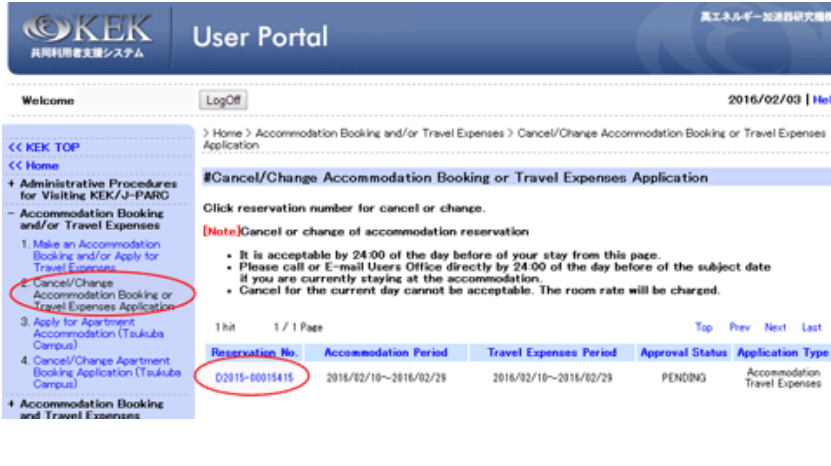
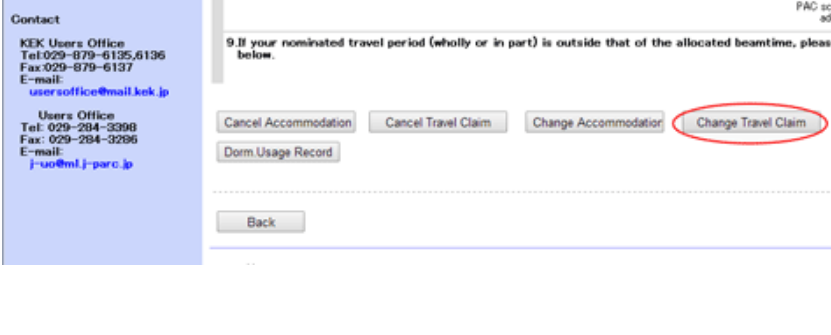
✖The person who did offsetting procedure at the time of the first application ;

- When making the **period long**, please change it **from the traveling expenses**.
- When making the **period short**, please change it **from a stay**.

Please enter Your User Portal ⇒

Left-hand side of the screen 「Accommodation Booking and/or Travel Expenses」

⇒「2. Cancel/Change Accommodation Booking or Travel Expenses」

1) 「Accommodation Booking and/or Travel Expenses」 ↓ 「2. Cancel/Change Accommodation Booking or Travel Expenses」 Please click the reservation number for cancel or change.	
2) In case of Change : : 「Details of Application」 Please click 「Change Travel Claim」 button. In case of cancel, Please see 3) ^	
2)-2 「Change Travel Expenses Application」 Please change application period, then click 「ChangeTravel Claim」 button.	

2)-3

「Change Travel Expenses Application (Confirmation)」

Please click 「**Confirm**」button to complete to change the application.

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

Users Office
Tel: 029-284-3398
Fax: 029-284-3286
E-mail: j-u@ml.j-parc.jp

	to be funded
Up to 24	1
Over 24	2
PAC score over 4.8, additional	1

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

Please click the [Confirm] button to complete to change the application. Click the [Back] button to return to the previous page.

Confirm Back

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「Details of Application」

Please change application period, then click 「**Change Accommodation**」 button.

Modify User Registration Details
Site Map

Contact

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E-mail: usersoffice@mail.kek.jp

Users Office
Tel: 029-284-3398
Fax: 029-284-3286
E-mail: j-u@ml.j-parc.jp

Beamtime(hrs)	Maximum No. of participants to be funded
Up to 24	1
Over 24	2
PAC score over 4.8, additional	1

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

Cancel Accommodation Cancel Travel Claim Change Accommodation Change Travel Claim

Dorm Usage Record

Back

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「Change Accommodation Booking」

Please change application period, then click 「**Change Accommodation**」 button.

※ 1. If you will stay outside of KEK for some period during your time at KEK, Please click 「**Reservation period**」 button.

Accommodation (Tsukuba Campus)
4. Cancel/Change Apartment Booking Application (Tsukuba Campus)

Accommodation Booking and Travel Expenses Application Status

View Dormitory Room Availability
Modify User Registration Details
Site Map

Contact

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Change Accommodation Clear Back

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「Change Accommodation Booking (Confirmation)」

Please click the 「**Confirm**」 button to complete to change the booking

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Confirm Back

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3) In case of Cancel :

※In the case of cancellation, you can do it from staying, either of the travel expenses

「Details of Application」

Please click 「**Cancel Travel Claim**」 button.

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Beamtime(hrs)	Maximum No. of participants to be funded
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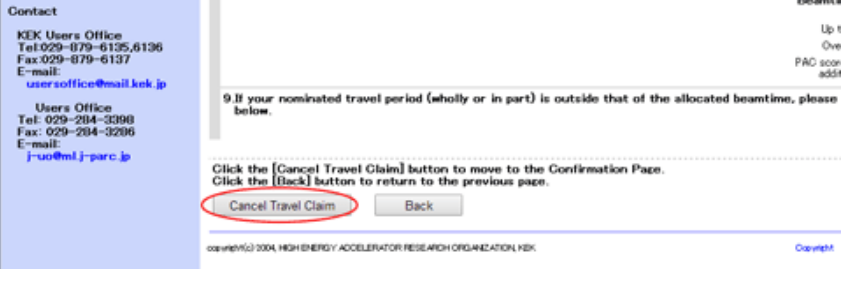
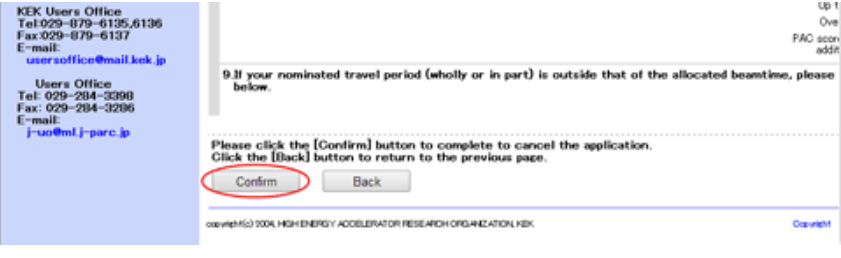
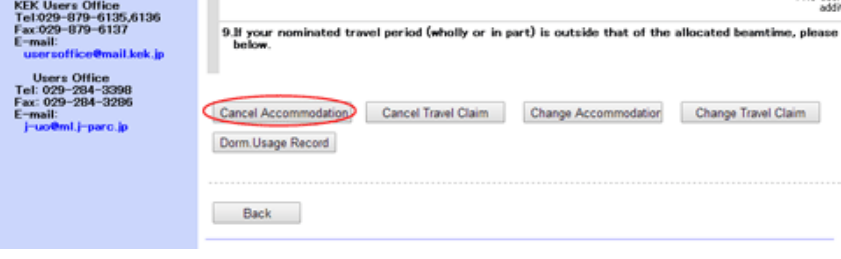
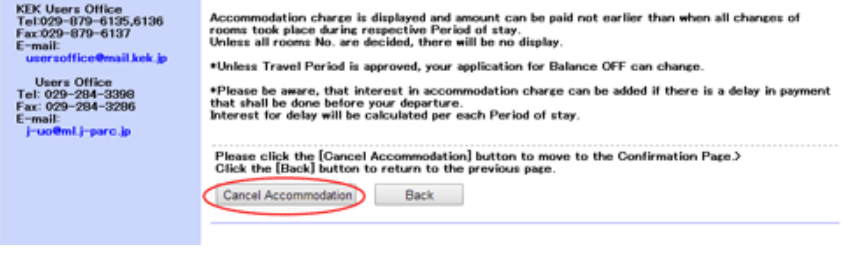
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Cancel Accommodation Cancel Travel Claim Change Accommodation Change Travel Claim

Dorm Usage Record

Back

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3)-2 「Cancel Travel Expenses Application」 Please click 「Cancel Travel Claim」 button.	
3)-3 「Cancel Travel Expenses Application (Confirmation)」 Please click 「Confirm」button.	
3)-4 「Details of Application」 Please click 「Cancel Accommodation」button.	
3)-5 「Cancel Accommodation Booking」 Please click 「Cancel Accommodation」button.	
3)-6 「Cancel Accommodation Booking (Confirmation)」 Please click 「Confirm」button.	