

## Off-setting the Accommodation payment with the reimbursement of Travel Expenses

Your payment for the dormitory booking is to be off-set with the reimbursement of your travel expenses.

In order to do so, you have to make an application for the reimbursement of the travel expenses at the time of your dormitory booking. You can confirm if your transaction is approved or not by checking on your User Portal side.

⇒ “Accommodation Booking and Travel Expenses Application Status” ⇒ 「1. Accommodation and Travel Expenses Status」,

Please take note that in case your travel expenses are paid or to be paid by some other organization, KEK is not in a position to reimburse them to you.

### How to make an Accommodation booking and apply for Travel expenses

Please enter from your User Portal

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

⇒ 「1. Make an Accommodation Booking and/or Apply for travel Expenses」

1)

「Accommodation Booking and/or Travel Expenses」



「1. Make an Accommodation Booking and/or Apply for travel Expenses」

① Please select the type of application to be made : “Accommodation Booking and Travel Expenses”

② Select the appropriate details.

③ Please click 「Next」 button

The screenshot shows the KEK User Portal interface. The left-hand side contains a navigation menu with the following items: << KEK TOP, << Home, Administrative Procedures for Visiting KEK/J-PARC, Accommodation Booking and/or Travel Expenses (highlighted with a red circle and '1'), Cancel/Change Accommodation Booking or Travel Expenses Application, Apply for Apartment Accommodation (Tsukuba Campus), Cancel/Change Apartment Booking Application (Tsukuba Campus), Accommodation Booking and Travel Expenses Application Status, View Dormitory Room Availability, Modify User Registration Details, and Site Map. The main content area displays instructions for booking and payment. Below the instructions, there is a section titled 'Please select the type of application to be made' with three radio buttons: 'Accommodation Only', 'Travel Expenses Only', and 'Accommodation Booking and Travel Expenses' (highlighted with a red circle and '1'). Underneath, there are 'Notes and Conditions' and a 'Select the appropriate details' section. This section includes a dropdown for 'Administrative year of visit to KEK' (set to 2015), a dropdown for 'Primary purpose of visit to KEK' (highlighted with a red circle and '2'), and another dropdown for 'Details' (also highlighted with a red circle and '2'). At the bottom, there is a 'Please click the [Next] button to continue. Click the [Clear] button to clear the entered information and re-display this page.' section with 'Next' and 'Clear' buttons (the 'Next' button is highlighted with a red circle and '3').

2)

**「Make an Accommodation Booking and/or Apply for Travel Expenses」**

- ① Please key your accommodation booking request.
- ② Please click「Next」 button.

※If you want to stay at outside of KEK during you are staying at KEK, please see 5)

2. Cancel/Change Accommodation Booking or Travel Expenses Application

3. Apply for Apartment 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

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

Users Office  
Tel: 029-284-3298  
Fax: 029-284-3286  
E-mail: j-uo@mail.j-parc.jp

1. Application Period  
2016 / 02 / 10 (night) - 2016 / 02 / 29 (morning)

2. Please select the campus The location of KEK (Tsukuba) and J-PARC (Toka) (PDF)  
 Tsukuba Campus  Tokai Campus  
 Users who wish to make dormitory booking for both KEK and J-PARC, need to make two reservations per each Tsukuba and Tokai campuses.

3. Room type  
 First choice: Single  
 Second choice: Single with shower/bath

4. If requested room type is unavailable, until how many days before the start of your stay would you like to be waitlisted?  
 Users who set for waiting list, shall confirm their booking status of a room, accordingly, from the Menu on the left: > Home > Accommodation Booking and Travel Expenses Application Status > 1 Accommodation and Travel Expenses Status. Please click relevant Reservation #, and Booking status.  
 none

[Reservation Status]

Reservation period ✖

Here, you can set and confirm the following cases.  
 Case, when you set the "Outside stay" during Period of stay.  
 Case, when you want to check reservation of accommodation during Period of stay.

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

Next Clear Clear & Back

3)

**「Make an Accommodation Booking and/or Apply for Travel Expense」**

Please key your Travel expenses application, then click 「Next」 button.

※Period for travel expenses cannot exceed the period of your stay at the dormitory.

Accommodation Booking and/or Travel Expenses

1. Make an Accommodation Booking and/or Apply for Travel Expenses
2. Cancel/Change Accommodation Booking or Travel Expenses Application
3. Apply for Apartment Accommodation (Tsukuba Campus)
4. Cancel/Change Apartment Booking Application (Tsukuba Campus)

+ Accommodation Booking and Travel Expenses Application Status

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Users Office  
Tel: 029-284-3298  
Fax: 029-284-3286  
E-mail: j-uo@mail.j-parc.jp

Other sources of funding

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 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 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.

8. Beamline, Beamtime Selection  
 \* 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 Participant
							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 explain if it is Maintenance with provided travel expenses, you do not need to select any beamtime listed in above asked to write the reason.

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

Next Clear Clear & Back

4)

**「Make an Accommodation Booking and/or Apply for Travel Expenses (Confirmation)」**

Please click [Confirm] button.

Application Status

- View Dormitory Room Availability
- Modify User Registration Details
- Site Map

Contact

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

Users Office  
Tel: 029-284-3298  
Fax: 029-284-3286  
E-mail: j-uo@mail.j-parc.jp

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
							Up to 24	1
							Over 24	2
							PAC score over 4.5, 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 submit the above details. Click the [Back] button to return to the previous page.

Confirm Back

5)

•If you want to stay at outside of KEK while you are staying at KEK

- ① Please press the button in “No Room Required”
- ① Please click 「Next」 button

5)-2

「Make an Accommodation Booking and/or Apply for Travel Expense」

Please key your Travel expenses application, then click 「Next」 button .

✘Period for travel expenses cannot exceed the period of your stay at the dormitory.

5)-3

「Make an Accommodation Booking and/or Apply for Travel Expenses (Confirmation)」

Please click [Confirm] button to submit the above details