

How to confirm correctness of your stay in KEK

(In case of a business trip with a stay)

After you left the KEK, an e-mail requesting your confirmation will be sent to you. It is necessary to confirm correctness of your Travel Expenses from your portal site after leaving.

Please enter from your User Portal

Left-hand side of the screen 「Accommodation Booking and Travel Expenses Application Status」

⇒ 「2. Verification of Itinerary and accommodation.」

<p>1) 「Accommodation Booking and Travel Expenses Application Status」 ↓ 「2. Verification of Itinerary and accommodation.」</p> <p>Please click「Details」button.</p>	
<p>2) 「Verification of Itinerary and accommodation Details」</p> <p>① If there aren't requests of changing, please click 「Submit」 button. Please see 3)</p> <p>② If there is a request of Changing, please click 「Make a request for changing the details of Itinerary」 button. Please see 2)-2</p>	

2)-2

Please enter the details of changes regarding the itinerary in the text box then click [Submit] button.

2015/12/25 つくば 東京

Please enter the details of changes regarding the itinerary in the text box then click the [Submit] button.

Cancel the request of change

[Accommodation facility Verification]

Important notes regarding entering accommodation facility

Please confirm the date and accommodation facility for your business trip referring to the chart below [Date] and [Accommodation].

If you stayed at an accommodation facility outside of KEK, the column of accommodation is blank. In that case you must enter the name of accommodation facility each day. Also, if there are any comments from the Users Office below the chart, please read it.

Examples of accommodation facility

- If you stayed at Tsukuba dormitory you'll be paid 30% of the regular travel expenses based on our regulation. (20% for PF users). If you stayed at Tokai dormitory you'll be paid 40% of the regular travel expenses based on our regulations. --- It is already displayed in your accommodation facility column.
- If you stayed at an accommodation facility outside of KEK, such as hotels or inns (You'll be paid travel expenses based on our regulations.)---Please enter the name of accommodation facility. (If it is a franchised hotel, enter the detailed name. Ex. Toyoko INN Tsuchiura-eki Higashi-guchi.)
- If you stayed at a personal residence (You'll not be paid travel expenses)...please enter the details like my home or my family's home or my acquaintance's home.
- If you stayed at an accommodation facility without any charge (You'll be paid 20 % of the regular travel expenses based on our regulations.)---Please enter the name of an accommodation facility or "stayed in a bus." if it is such a case.)
- If you stayed at an accommodation facility of national or local public organization. (You'll be paid 50 % at most of the regular travel expenses based on our regulations), please enter the name of accommodation facility.

No.	Date	Accommodation
1	2015/12/24	Tsukuba Dormitory

Please Click the [Submit] button to move to the Confirmation Page.
Please Click the [Back] button to return to the Previous Page.

Submit Back

3)

「Verification of Itinerary and accommodation Details(Confirmation) 」

Please click 「Confirm」 button.

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[Schedule]

Date	Departure Location	Destination
2015/12/24	東京	つくば
2015/12/25	つくば	東京

[Accommodation facility Verification]

No.	Date	Accommodation
1	2015/12/24	Tsukuba Dormitory

Please click the [Confirm] button to submit the above details.

Confirm Back

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