

In case you need an Invitation Letter

You can print out an Invitation Letter (written only Japanese) from your portal site.

"APPROVED" will be indicated after approval, when that's indicated, you can print out an Invitation Letter in Japanese.

Please enter from Your User Portal

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

⇒ 「1. Accommodation and Travel Expenses Status」

1)

「Accommodation and Travel Expenses Status」

Please click the **Reservation number**.

● You cannot print out:

KEK User Portal
2016/01/26 | Help

Welcome [LogOff]

> 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.

1 hit 1 / 1 Page

| Reservation No. | Accommodation Period | Travel Expenses Period | Application Type | Approval Status | Accom. Charge Status |
|-----------------|----------------------|------------------------|------------------|-----------------|----------------------|
| D2015-00015214 | ~ | 2016/02/01~2016/02/01 | Travel Expenses | PENDING | - |

● You can print out:

KEK User Portal

#Accommodation and Travel Expenses Status

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| Reservation No. | Accommodation Period | Travel Expenses Period | Application Type | Approval Status | Accom. Charge Status |
|-----------------|-----------------------|------------------------|------------------|-----------------|----------------------|
| D2015-0000532 | ~ | 2015/04/07~2015/04/07 | Travel Expenses | APPROVED | - |
| D2015-0000194 | 2015/05/19~2015/05/20 | 2015/05/19~2015/05/20 | Accommodation | APPROVED | DEFERRED |

2)

「Details of Application」

Please click 「**Work Travel Permission Req.**」 button.

| Beamtime(hrs) | Maximum No. of participants to be funded |
|-------------------------------|--|
| Up to 24 | 1 |
| Over 24 | 2 |
| PAC score over 4.0 additional | 1 |

9. If your nominated travel period (wholly or in part) is outside that of the allocated beamtime, please provide justification below.
ビームラインのメンテナンスのため。

Work Travel PermissionReq

Close

2016.02.23