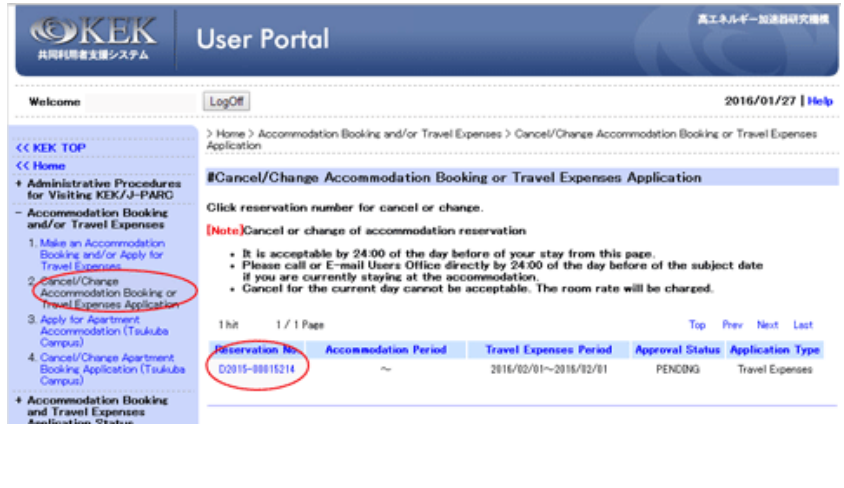
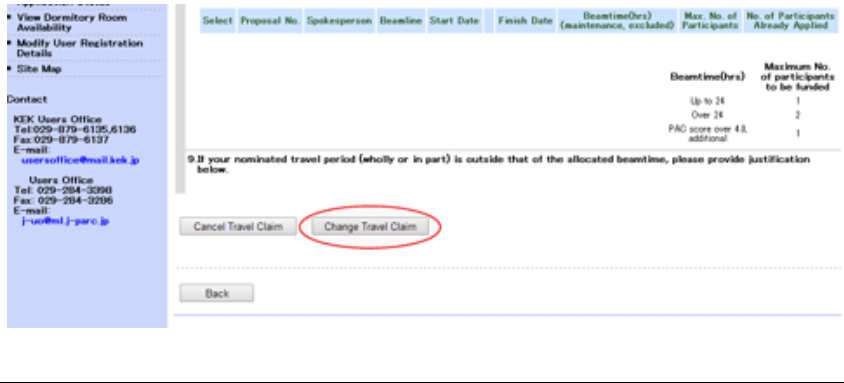
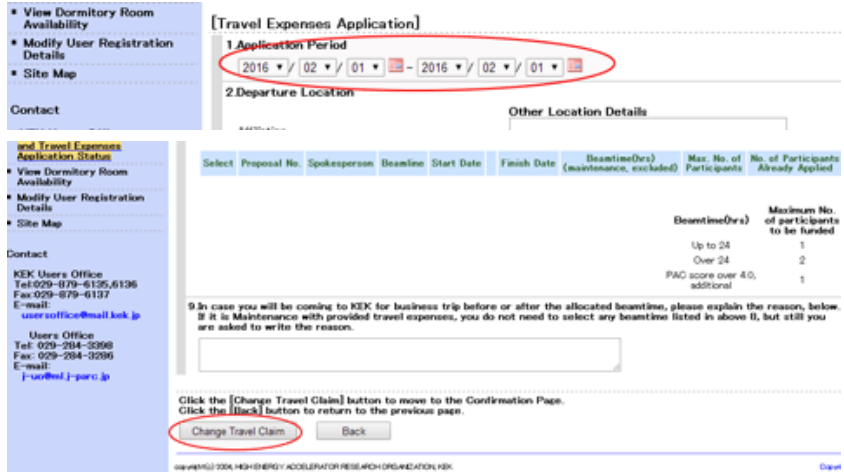



# How to make a cancellation/Change of your Travel Expenses

Please enter from your User Portal

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

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

<p>1) 「Accommodation Booking and/or Travel Expenses」</p> <p style="text-align: center;">↓</p> <p>「2. Cancel/Change Accommodation Booking or Travel Expenses」</p> <p>Please click the Reservation number for cancel or change.</p>	
<p>2) In case of change :</p> <p>「Details of Application」</p> <p>Please click 「Change Travel Claim」 button.</p> <p>In case of Cancel , Please see 3)</p>	
<p>2)-2</p> <p>「Change Travel Expenses Application」</p> <p>Please change the dates , Then click 「Change Travel Claim」 button.</p>	
<p>2)-3</p> <p>「Change Travel Expenses Application (Confirmation)」</p> <p>Please confirm the contents, then click「Confirm」button.</p>	

## Cancellation of the travel expenses

### 3) In case of Cancel :

#### [Details of Application]

Please click [Cancel Travel Claim] button.

### 3)-2

#### [Cancel Travel Expenses Application]

Please click [Cancel Travel Claim] button.

### 3)-3

#### [Cancel Travel Expenses Application (Confirmation)]

Please click [Confirm] button

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