

How to check your travel expense status

There are two ways.

Please enter Your User Portal ⇒

1. 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」

※ **APPROVED** will be indicated after approval.

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

⇒ 「1. Accommodation and Travel Expenses Status」

2.
「Accommodation Booking and Travel Expenses Application Status」
↓
「1. Accommodation and Travel Expenses Status」

※ **APPROVED** will be indicated after approval.