

# How to confirm correctness of your Travel Expenses

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><b>1)</b> 「Accommodation Booking and Travel Expenses Application Status」</p> <p style="text-align: center;">↓</p> <p><b>「2.Verification of Itinerary and accommodation.」</b></p> <p>Please click 「<b>Details</b>」 button.</p>	
<p><b>2)</b> 「Verification of Itinerary and accommodation Details」</p> <p>① If there aren't requests of changing, please click 「<b>Submit</b>」 button. Please see 3)</p> <p>② If there is a request of Changing, please click 「<b>Make a request for changing the details of Itinerary</b>」 button. Please see 4)</p>	
<p><b>3)</b> 「Verification of Itinerary and accommodation Details(Confirmation) 」</p> <p>Please click 「<b>Confirm</b>」 button.</p>	

#### 4)

### 「Verification of Itinerary and accommodation Details」

Please enter the details of changes regarding the itinerary in the text box, then click 「**Submit**」 button.

Contact

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

Users Office  
Tel: 029-284-3398  
Fax: 029-284-3286  
E-mail: j-uo@ml.j-parc.jp

[Schedule]

Date	Departure Location	Destination
2015/11/30	Tokyo 東京	Tsukuba つば
2015/11/30	つば	東京

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

Cancel the request of change

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

Submit Back

#### 4)-2

### 「Verification of Itinerary and accommodation Details(Confirmation)」

Please click 「**Confirm**」 button.

Contact

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[Schedule]

Date	Departure Location	Destination
2015/11/30	Tokyo 東京	Tsukuba つば
2015/11/30	つば	東京

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

Confirm Back

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