


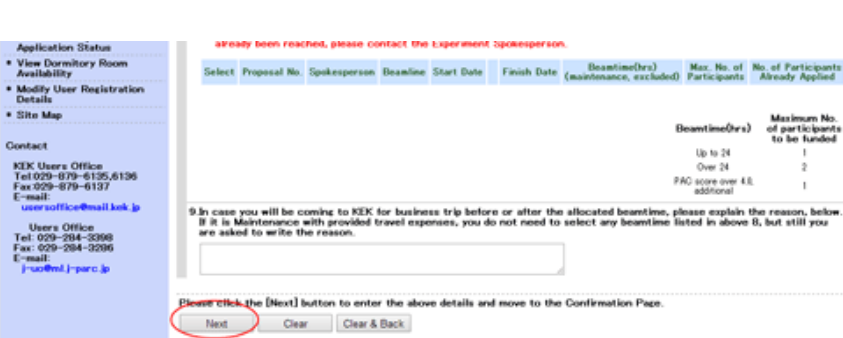
# How to apply for Travel Expenses

If you have problems to login, it might mean your User Registration has expired. Please renew your registration in April, every year.

Please enter from Your User Portal ⇒

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

⇒ 「1. Make an Accommodation Booking and/or Apply for travel Expenses」

<p><b>1)</b> 「Accommodation Booking and/or Travel Expenses」</p> <p>↓</p> <p><b>「1. Make an Accommodation Booking and/or Apply for Travel Expenses」</b></p> <p>① Please select 「Travel Expenses only」.</p> <p>② Please select the primary purpose for visit to KEK and details.</p> <p>③ Please click 「Next」button.</p>	
<p><b>2)</b> 「Make an Accommodation Booking and/or Apply for Travel Expenses」</p> <p>Please key the Travel Expenses Application number 1-8, then click 「Next」button.</p>	
<p><b>3)</b> 「Make an Accommodation Booking and/or Apply for Travel Expenses (Confirmation)」</p> <p>Please click 「Confirm」 button.</p>	