

Handling charge for arranging travel

Arrangement fee	
When the arrangement between the transport organization and the accommodation agency etc. is compounded	In case of group arrangement trip of more than 10 people, within 20% of total travel expenses In cases other than the above ¥ 550 per case
In case of accommodation ticket arrangement only	For group arrangements of ten or more people, within 10% of the total travel expenses In cases other than the above ¥ 550 per case
In case of arranging for transport only	¥ 550 per case
Planning fee	
Planning fee	Within 20% of total travel expenses
Tour assistance fee	
When the tour assistant guides you : Excluding travel expenses such as accommodation and transportation expenses	Tour conductor per person ¥33,000 per day (Excluding travel expenses such as accommodation and transportation expenses)
Change procedure fee	
Arrangements between transportation agencies and accommodation agencies are compounded : In case of arrangement trip	In case of group arrangement trip of more than 10 people, 20% of the travel fee prior to the change in the part relating to travel change In cases other than the above ¥ 550 per case
Changing reservation / arrangement of transportation	¥550 per case
Changing reservation / arrangement of accommodation agency (including change in accommodation ticket if	¥550 per case
Cancellation procedure fee	
Arrangements between transportation agencies and accommodation agencies are compounded: In case of arrangement trip	In case of group arrangement trip of more than 10 people, 20% of the travel fee prior to the change in the part relating to travel change In cases other than the above ¥ 550 per case
Cancellation of booking and arrangement of transportation agencies (including the case of clearing procedures for unused boarding tickets)	¥550 per case
Cancellation of reservation / arrangement of accommodation agency (including the case of clearing procedure for unused ticket)	¥550 per case
Communication contact fee	
In case of making a communication call urgently for field arrangement, cancellation, change etc. due to customer's request (Communication actual expenses such as telephone fax etc. are not included)	¥550 per case
Consultation fee	
(1) Consultation and advice for making a travel plan	Basic charge, up to 60 minutes, ¥2,200. After that ¥1,100 per 30 minutes
(2) Preparation of travel itinerary	Travel schedule ¥ 1100 per day
(3) Estimate the cost required for travel	Basic charge ¥ 3,300. In the case of a combination of transportation agencies and accommodation organizations, travel schedule is ¥ 1,100 per day.
(4) Estimation of freight rates of transportation agencies	¥550 per case
(5) Information on tourist areas and transportation / accommodation organizations	Material (A4 version) ¥ 1,100 per piece
(6) Consultation on business trips at customer's request	Increase ¥ 5,500 10% to the above rates from (1) to (5)

There are notes

1. Group arrangement Travel is a case where multiple travelers specify representatives and travel on the same journey.
2. When staying at the same accommodation organization consecutively, treat it as one.
3. In case of changing or revoking according to customer's request, in addition to the above-mentioned change procedure fee, cancellation procedure fee, cancellation fee determined by transportation agencies, accommodation agencies, etc. will be charged.
4. Even if you cancel the trip due to the customer's request, we will not refund the handling
5. The above amounts include consumption tax.