

## Travel Service Handling Fees

### Domestic Travel – Handling Fees for Arranged Travel

Category	Description	Fee
<b>Arrangement Fee</b>		
When both transportation and accommodation are arranged	Group travel (10+ travelers)	20% of total travel cost
	Individual (all other cases)	¥550 per case
Accommodation voucher only	Group travel (10+ travelers)	10% of voucher face value
	Individual (all other cases)	¥550 per case
Transportation only	Reservation/arrangement	¥550 per case
<b>Accompanying Service Fee (excluding actual travel expenses such as accommodation/transportation)</b>		
Tour conductor	Per person, per day	¥33,000
<b>Change Procedure Fee</b>		
When both transportation and accommodation are arranged	Group travel (10+ travelers)	10% of the pre-change portion of the travel fee
	Individual (all other cases)	¥550 per case
Transportation	Reservation/arrangement change	¥550 per case
Accommodation	Reservation/arrangement change (including reissue of accommodation voucher if necessary)	¥550 per case
<b>Cancellation Procedure Fee</b>		
When both transportation and accommodation are arranged	Group travel (10+ travelers)	10% of the portion subject to cancellation
	Individual (all other cases)	¥550 per case
Transportation	Cancellation of arrangements (including refund processing for unused tickets)	¥550 per case
Accommodation	Cancellation of arrangements (including refund processing for unused accommodation vouchers)	¥550 per case
<b>Communication Fee</b>		
Emergency local arrangements, etc., upon customer request	Communication, liaison, etc.	¥550 per case (plus actual communication costs)

#### Notes:

1. “Group arranged travel” refers to multiple travelers designating a representative and traveling on the same itinerary.
2. When a customer requests a change or cancellation, in addition to fees set by transportation/accommodation providers, the above change and cancellation handling fees will be charged.
3. When staying consecutive nights at the same accommodation, it is treated as one case.
4. The above fees include consumption tax.

## Consultation Fees

Category	Description	Fee
<b>Sightseeing Travel Consultation</b>		
(1) Consultation for creating a travel plan	Basic fee (up to 60 minutes) / Additional 30 minutes	¥2,200 / ¥1,100
(2) Preparation of travel itinerary	Per travel day	¥1,100
(3) Estimate of travel costs (for trips combining transportation and accommodation)	Basic fee + Per travel day	¥3,300 + ¥1,100
(4) Estimate of transportation fares/charges	Per case	¥550
(5) Information on destinations, transportation, accommodation, etc.	Per A4 sheet of material	¥1,100
Business trip consultation upon request	Additional charge to items (1)- (5)	Add ¥5,500

*Note: The above fees include consumption tax.*