

## Travel Business Handling Fee Schedule

### 1. Handling Fees for Domestic Travel Arrangements

Category	Description	Fee (Tax Included)
<b>Arrangement Fee</b>	Combined arrangements for transportation and accommodation, etc.	<b>20% of Total Travel Costs</b>
	Arrangements for accommodation only	<b>20% of Accommodation Fees</b>  (Minimum 1,100 JPY per case)
	Arrangements for transportation only	<b>20% of Transportation Fares</b>  (Minimum 1,100 JPY per case)
<b>Tour Escort Service Fee</b>	Service fee for an accompanying tour escort (excluding actual travel expenses such as accommodation and transportation)	<b>33,000 JPY</b>  per escort, per day
<b>Change Procedure Fee</b>	Changes to reservations for transportation, accommodation, etc.	<b>1,100 JPY</b> per case
<b>Cancellation Procedure Fee</b>	Cancellation of reservations for transportation, accommodation, etc. (Includes processing refunds for unused tickets/coupons)	<b>1,100 JPY</b> per case
<b>Communication Expenses</b>	Urgent communication with local facilities, etc., at the customer's request	<b>550 JPY</b> per case  (Telephone/telegrams charged separately)

#### Notes:

1. If changes or cancellations are made at the customer's request, the Change/Cancellation Procedure Fee will be charged in addition to any cancellation fees prescribed by the transportation or accommodation facilities.
2. "Group arrangements" refers to cases where multiple travelers travel together under the same itinerary designated by a representative.
3. Consecutive nights at the same accommodation are treated as one case.
4. Consumption tax is included in all fees above.

## 2. Consultation Fees

Category	Description	Fee (Tax Included)
<b>Consultation</b>	Consultation for creating a travel plan	<b>2,200 JPY</b> (Basic fee for up to 30 mins)  <b>2,200 JPY</b> for every additional 30 mins
<b>Plan Creation</b>	Creation of a travel itinerary	<b>2,200 JPY</b> per day of the itinerary
<b>Estimation</b>	Cost estimation for travel expenses (when combined with arrangements)	<b>2,200 JPY</b> per case
	Cost estimation for transportation fares/charges only	<b>2,200 JPY</b> per case
<b>Information Provision</b>	Providing information on destinations, transportation, accommodation, etc.	<b>1,100 JPY</b> per A4 sheet
<b>Business Trip Consultation</b>	Consultation at a location designated by the customer (Transportation costs charged separately)	<b>5,500 JPY</b> added to the fees above

### Note:

1. Consumption tax is included in all fees above.