

overseas trip

Travel service handling fee summary

trip-japan-ylp

Handling fees related to arranged travel

Contents		Fee	
Handling charge	When the arrangement between the shipping company and the accommodation agency etc. is compounded	Over 10 people For group travel organization Individual (in cases different from above)	20% of the amount of travel expenses JPY 4,400 per case
	Reservations and arrangements for transportation and accommodation facilities		JPY 4,400 per case
Tour Conductor Arrangement Fee (Actual cost paid for the travel/accommodation of the tour conductor is separately charged.)			JPY 88,000 per person per day
Change Request Handling Fee	For arrangements between transport companies and accommodation places	Over 10 people For group travel organization Individual (in cases different from above)	Up to 20% of travel fee before change of change part JPY 4,400 per case
	Reservation change / shipping arrangements		JPY 2,200 per case
	Reservation change / arrangements for accommodation		JPY 2,200 per case
	Cancellation Handling Fee	For arrangements between transport companies and accommodation places	Over 10 people For group travel organization Individual (in cases different from above)
	Cancellation of transportation arrangements (Including settlement procedures for unused tickets)		JPY 2,200 per item
	Cancellation of accommodation agency arrangement		JPY 2,200 per item
Communication Fee	In case of contact for urgent local arrangements etc. upon customer's request		JPY 3,300 per case (Call or telegraph fee will be different charge)

1. Group organization fee refers to those case when a group of travelers establish a leader and travel together on the same journey.
2. In case of changes or canceling upon customer's request, in addition to cancellation fee determined by transport companies, accommodations, etc, above change procedure fee and cancellation procedure fee will be charged.
3. In case of consecutive nights at the same accommodation, it will be treated as one item.
4. Above rates include consumption tax.

Travel procedure agency fee

Classification	Contents	Fee
passport	(1) Application procedure (application document creation only)	JPY6,600
	(2) (1) and accompanying information to the prefectural office for application or receipt.	Add JPY 5,500 to above (1) price (Transportation expenses are separately charged)
	(3) (1) and proxy application or proxy acceptance as permitted by law	Add JPY 5,500 to above (1) price (Transportation expenses are separately charged)
	(4) (1) and emergency travel procedures	Add JPY 6,600 to above (1) price (Transportation expenses are separately charged)
Immigration record	(1) Immigration record document creation agency	JPY4,400 per country
visa	(1) Tourist visa application preparation agency or preparation agency and application/Receiving agent	JPY6,600 per country
	(2) Business/business visa application preparation agency or preparation agency Application/receipt agency	JPY11,000 per country
	(3) When traveling for special purposes such as immigration, study abroad, service, long-term stay, etc.	JPY11,000 per country
	(4) Application procedure when requesting a trial agent to obtain an examination certificate	JPY11,000 (Actual expenses for procedure agent are separate)
	(5) Emergency visa procedure	Add JPY 5,500 to above (1) price
	(6) Preparation of visa exemption procedure documents	JPY11,000 (Treatment fee and transportation fee are separate)
quarantine	Accompanying guidance to quarantine stations, public health centers, clinics, etc. or agency for obtaining inspection stamps	JPY3,3000 (Treatment fee and transportation fee are separate)
Various certificates	Accompanying you to obtain police certificates, military service certificates, health certificates, graduation certificates, etc., and obtaining signature authentication on your behalf.	JPY 5,500 (Transportation expenses are separately charged)
re-entry permit	Application procedure for re-entry permit	JPY 6,600
others	not included above	Actual cost

1. The above prices are for one person or one item.
2. The above applicable charges will be added together.
3. The above prices include consumption tax.

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Consultation fee

Classification	Contents	Fee
Sightseeing trip	(1) Consultation Fee for Travel Planning	JPY 4,400 Basic charge (up to 30 minutes) JPY 2,200 After above, every 30 minutes
	(2) Preparation of travel plan	JPY 2,200 per one day plan
	(3) Estimate the cost required for travel (In the case of a trip combining transportation agencies and accommodation agencies etc.)	JPY2,200. per estimate JPY1,100. per one day plan
	(4) Fare and Fare Estimates of Transportation Agencies	JPY 2,200 per case
	(5) Information on tourist areas, transportations, accommodations, etc.	Material (A4 version) JPY 2,200 per piece
Other trips	Travel consultation for special purposes such as studying abroad, immigration, international marriage, etc.	JPY 11,000 Basic charge (up to 30 minutes) JPY 5,500 After above, every 30 minutes
Consultation on business trips at customer's request		Add JPY 5,500 to above price

1. Above rates include consumption tax.

Other charges

Transfer to airport etc.	(1) Transfer to airport etc. However, only if requested by the customer.	JPY 16,500 per dispatched employee (Transportation and accommodation expenses are separately charged)
	(2) If the airport transfer is performed late at night, early in the morning, on a Sunday, or on a public holiday. However, only if requested by the customer	Add JPY 5,500 to above price per dispatched employee (Transportation and accommodation expenses are separately charged)

1. Above rates include consumption tax.