

Applicable handling fees for arranged travel contracts

Classification	Content		Fee
Handling Charges	For making multiple arrangements, including transportation agencies, hotels, etc.	In case of groups of 15 people or more	20% of the travel fee ※1
		Independent travel (within 14 people)	20% of the travel fee ※1
	When arrangements only include accommodations	In case of groups of 15 people or more	20% of the accommodations fee (the lower limit being 500 yen (tax excl.))
		Independent travel (within 14 people)	500 yen per transaction (tax excl.)
	When arrangements only include transportation	500 yen per transaction (tax excl.)	
Tour conductor service fee (not including the expenses for accommodations, transportation etc.)			25,000 yen per day per person (tax excl.)
Processing fee for changes	For making multiple arrangements, including transportation agencies, hotels, etc.	In case of groups of 15 people or more	20% of the travel fee prior to the changes
		Independent travel (within 14 people)	500 yen per item (tax excl.)
	For changes to the reservation/arrangement of transportation		500 yen per item (tax excl.)
	For changes to the reservation/arrangement of accommodations (including the cases where reissuance of coupons is necessary)		500 yen per item (tax excl.)
Processing fee for cancellations	For making multiple arrangements, including transportation agencies, hotels, etc.	In case of groups of 15 people or more	20% of the travel fee prior to the cancellation
		Independent travel (within 14 people)	500 yen per item (tax excl.)
	For cancellation of transportation (including the fare adjustment for tickets yet to be used.)		500 yen per item (tax excl.)
	For cancellation of accommodation		500 yen per item (tax excl.)
Communication fee	Communicating for purposes of making urgent arrangements with local hotels, etc., changes, or cancellations at the customer's request		500 yen per communication (tax excl.) (aside from actual telephone etc. fees)

Applicable handling fees for travel consultation

Classification	Content	Fee
Leisure travel	(1) Consultation for making customer travel plans	Basic fee (up to 30 min): 3,000 yen (tax excl.)
		2,000 yen per each additional 30-minute period (tax excl.)
	(2) Drawing up travel itineraries	2,000 yen per travel day (tax excl.)
	(3) Drawing up estimates of travel expenses (For making multiple arrangements, including transportation agencies, hotels, etc.)	Basic fee: 1,000 yen (tax excl.) plus an additional 1,000 yen per travel day (tax excl.)
(4) Drawing up estimates of transportation expenses	2,000 yen each (tax excl.)	

	(5) Providing information about local travel destinations, transportation, hotels, etc.	500 yen per A4-size page (tax excl.)
Off-site consultation by customer's request (not including the expenses for accommodations, transportation etc.)	Add 3,000 yen to the charges indicated in items (1) through (5) above (tax excl.)	

※1 The lower limit is set to the combined amount of 500 yen (tax excl.) per item and per transaction for accommodations, 500 yen (tax excl.) per item and per transaction for transportation arrangements, 500 yen (tax excl.) per item and per transaction for facility tickets and 1000 yen (tax excl.) per person and per flight segment for airplane ticket reservations

- ※ Group Travel arrangement indicates those cases where multiple travelers appoint a representant and follow the same itinerary.
- ※ For cases in which travel plans are cancelled due to personal reasons of the travelers, we may request the following processing fee for cancellations and/or for changes (in addition to the cancellation fees established by the transport agencies and hotels etc.)
- ※ In case of stays of multiple nights in the same facility, we consider the totality of the stay as 1 item.