

When faculty members travel for the purpose of academic research, etc. (=business travel), they are required to apply to and get permission from the person mandating the travel.

After their trip, staff must compile a report, and provide proof of expenditure in order to be remunerated for any costs.

The process from application to reporting is carried out using the “ Q-HAT ” business travel costs system. This system can also be used to arrange airline tickets, etc.

To start up Q-HAT, you will need to log in via the Accounting System (<https://ask.jimu.kyushu-u.ac.jp/zkweb/login/>).

Application to travel

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Select the person traveling from Q-HAT, and complete the details regarding the length of the trip, the purpose, the destination, and the institution you will visit. After confirming the remaining budget for travel, select the budget available for this trip, and if there are any specific matters to be noted in relation to the payment of travel costs, add these to the application. Where necessary please also attach notifications of meetings, or programs of conferences, as relevant.

* Airline ticket arrangements

Arrangements

Q-HAT can be used to book airline tickets, JR tickets and express train tickets, as well as to arrange accommodation and travel packages. This allows the university to pay the service provider directly, and removes the need for the staff member to pay up front for his/her arrangements.

In addition, the system can be used to arrange air tickets, etc. for guests from overseas.

Arrangement methods

The following can be arranged at the same time as making an application.

- Airline tickets: Can be booked and ticketed by going to the airline company's website from the Q-HAT travel arrangement screen, or a request can be made to a travel agent by entering the requested flight number and seat, etc. into Q-HAT.
- JR tickets, etc.: A request is made to a travel agent for the required train time, seat etc., by entering the information into Q-HAT.

Claiming expenses related to a business trip

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Once the trip is completed, the office will confirm the travel details and reimburse expenses. This is processed using Q-HAT.

*Submission of evidentiary documents

The main documents required are as follows:

- Domestic: Airline boarding pass or other proof of purchase (proof of boarding and receipt).
(Tickets purchased via Q-HAT do not require a receipt. A proof of boarding is not required for JAL or ANA flights purchased using Q-HAT (this does not apply to travel packages). However, if there is another rule set regarding external financing, you need to follow that.)
- International: Airline boarding pass or other proof of purchase (proof of boarding and receipt).
(Tickets purchased via Q-HAT do not require a receipt. Proof of boarding of an airplane ticket purchased using Q-HAT is not required (this does not apply to travel packages). However, if there is another rule set regarding external financing, you need to follow that.)
Documents proving payment in regard to all other items subject to a travel expense claim payment.
- (Reference)
Travel expenses are calculated based on the most economical option, using a normal route and method. However, in some cases when expenses for an accommodation exceed the flat rate, actual costs may be covered when article 19 of the Detailed Regulations for Handling Travel Expenses applies and the orderer of the trip finds it necessary.

Reporting

*Report of business travel/trip

Once a trip is complete, a report of the details must be submitted to the person mandating the travel. This can be created within Q-HAT.

Types of travel costs

Transport costs, per diem, accommodation costs, subsistence costs, transfer costs, arrival benefits, transfer costs for dependents, miscellaneous travel, death benefits.

Accumulation of airline miles with expenditures managed by Kyushu University

Please note the following regarding the accumulation of airline miles with expenditures managed by Kyushu University:

Appropriate self-management

Please confirm and manage any airline miles accumulated at your own responsibility.

Avoidance of use for personal purposes

Please avoid using airline miles accumulated on a business trip paid with expenditures managed by Kyushu University for personal purposes.

Utilization of airline miles on official business

Airline miles accumulated in this way should be used when making trips for business purposes, in order to reduce expenditures.

Payment to guests from overseas.

*Payment methods

To avoid the risk of losing money, payment to guests from overseas to cover travel expenses and so on is to be done by bank transfer (international money transfer).

However, in cases where it is difficult to make bank transfers for some reason on the guest's end, a staff member can be a representative and it is possible to give cash via the representative to the guest.

*Cases in which payments can be made via a representative

When payment is to be made via a representative, please perform the representative authorization procedure reliably and note that it is necessary to pay travel expenses which were paid for the guest.

Even if a representative manages the travel expenses as he pays for the hotel and transportation in behalf of the guest, make sure to give the travel expenses to the guest first. Then after receiving a clear agreement from the guest, a representative should manage it properly.

Want to know more

- Rules for Travel Expenses of National University Corporation Kyushu University <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/pdf/638/1/2004syuki057.pdf>
- Detailed Regulations for Travel Expenses of National University Corporation Kyushu University <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/pdf/584/1/2004saisoku045.pdf>
- Questions and answers about travel expenses <https://kenkyuhi-in.jimu.kyushu-u.ac.jp/qa/ryohiQ&A.html>
- Manual on the Travel Expenses Calculation System The manual is available on the Travel Expenses Calculation System.

Contact

- Requests for business travel Personnel affairs section of your department
- Travel allowances Accounting section of your department
- Travel Expenses Calculation System General Accounting Section, Accounting Division, Finance Department 092-802-2350 ext.:90-2350