

# Business Trip



Through the Kyushu University Q-HAT system, you can :

- Arrange airline tickets (and hotel)
- Receive reimbursement for expenses related to a business trip
- Submit a business trip report

## Contact

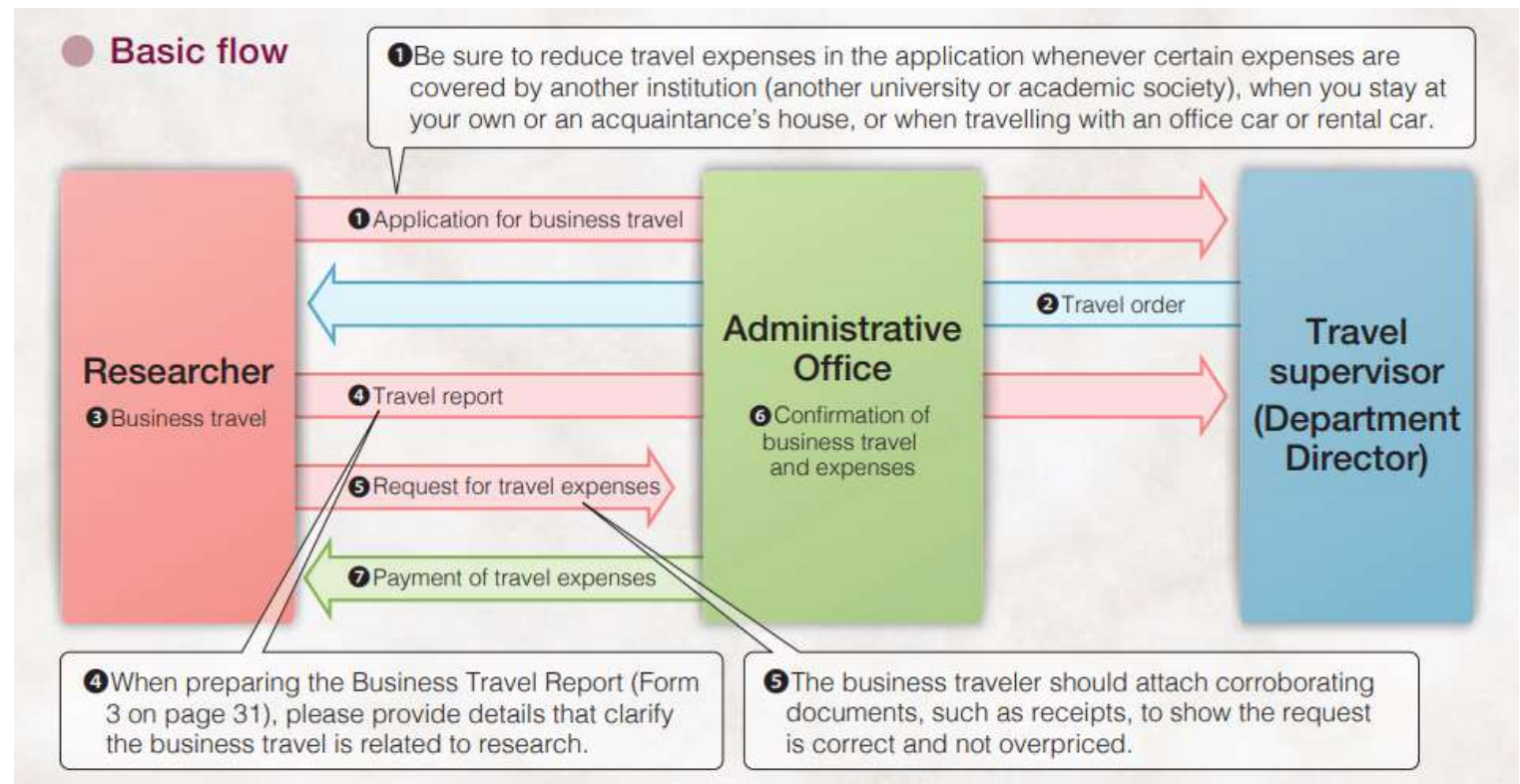
Personnel affairs section at the administrative office of your faculty

When faculty members embark on trips for academic research or related purposes (=business trip), they are required to apply to the person in charge of the trip for approval.

Upon completion of their trip, faculty members must submit a business trip report, and provide documentation for any incurred travel expenses to be eligible for reimbursement.

The entire process, from initial application to final reporting, is done using the “Q-HAT” business trip expenses system. This system not only streamlines the reporting of expenses but also serves as platform for arranging airline tickets and managing other aspects of business trips.

Faculty e-Handbook: [https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2\\_Serial=UT9LQ9J9](https://e-handbook.kyushu-u.ac.jp/english/sub/index.php?I2_Serial=UT9LQ9J9)



\*Excerpt from page 11 of the Kyushu University Research Funds Handbook.  
[http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook\\_en.pdf](http://kenkyuhi-in.jimu.kyushu-u.ac.jp/handbook/handbook_en.pdf)