

Business Trip



The screenshot shows the Kyushu University Q-HAT2020 system interface. A red box highlights the '申請場所' (Application Location) field, which is currently set to '出張地合宿' (Business trip/Residence). A red circle highlights the 'ナカット泊' (Nakatotaku) button next to it. Other visible buttons include '学外者・学生' (Guest/Student), 'マイティンプレート' (Myティンプレート), and '申請書' (Application Form).

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

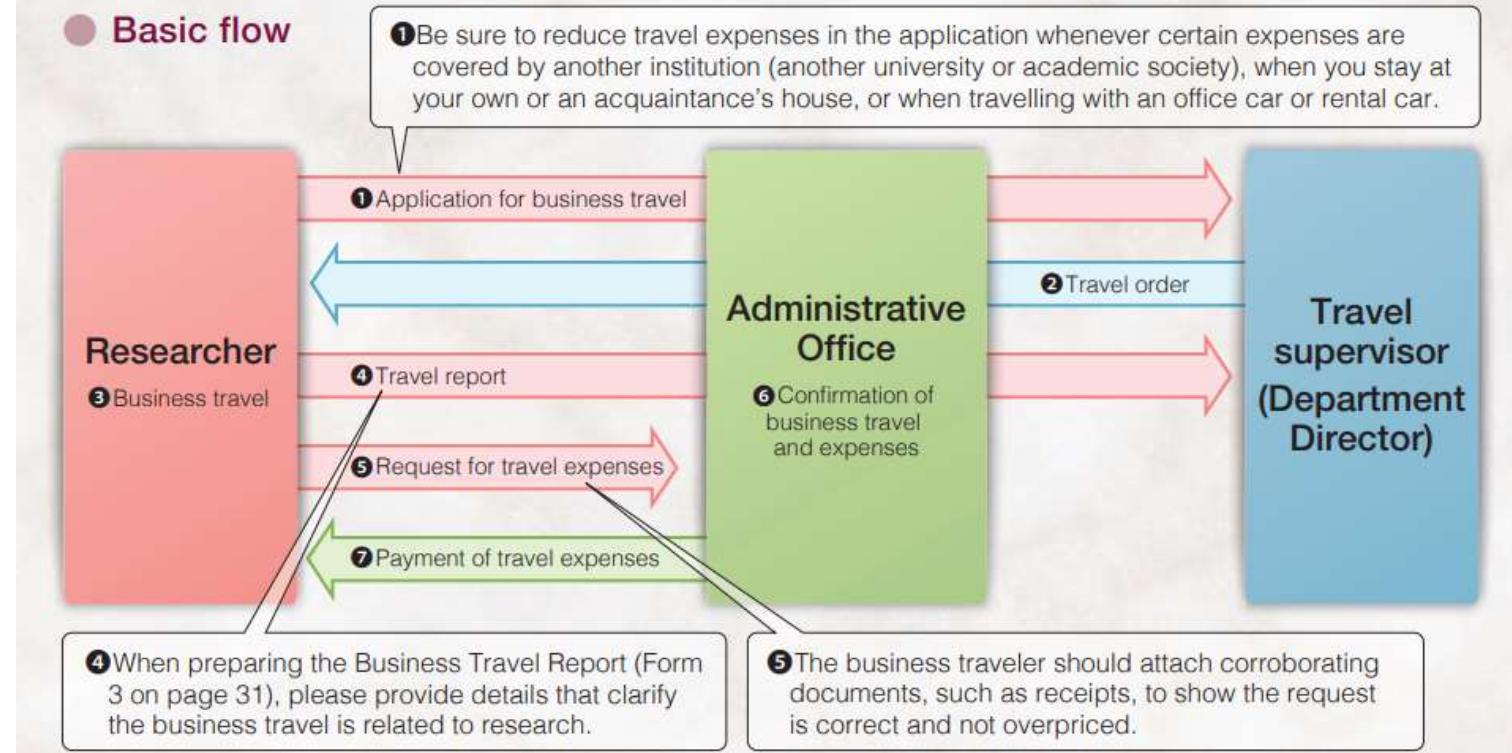
Personnel affairs section at the administrative office of your faculty

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



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