

## Hiroshima University Travel Regulations

April 1, 2004 Regulation No. 98

### Hiroshima University Travel Regulations

#### (Purpose)

Article 1. These Regulations shall prescribe necessary matters concerning trips of employees who work at Hiroshima University (hereinafter "the University") based on the provisions of Paragraph 2 of Article 50 of Hiroshima University Work Regulations for Employees (April 1, 2004 Regulation No. 78), Paragraph 2 of Article 80 of Hiroshima University Work Regulations for Mariners (April 1, 2004 Regulation No. 79), and Paragraph 2 of Article 39 of Hiroshima University Work Regulations for Re-Employed Employees (April 1, 2004 Regulation No. 80).

(2) Trips requested by the University to be taken by persons other than employees shall be governed by these Regulations except as otherwise provided.

#### (Delegation of Authority)

Article 2. The President may delegate part of the authority based on these Regulations to other trustees or employees.

#### (Definition)

Article 3. For the purpose of these Regulations, "business trip" shall mean a trip for business purposes of an employee temporarily away from his/her workplace (meaning the location of the place of business where the employee or the person other than an employee works; the same shall apply hereinafter) or a trip for business purposes of a person other than an employee temporarily away from his/her workplace or his/her address or residence as requested by the University; provided, however, that cases where an employee takes a one-day trip within the same prefecture are excluded as a general rule.

(2) For the purpose of these Regulations, "business trip for training" shall mean a trip of a faculty member for training given based on the provisions of Article 8 of Hiroshima University Regulations for Employee Training (April 1, 2004 Regulation No. 95) temporarily away from his/her workplace.

(3) For the purpose of these Regulations, "trip for relocation" shall mean a trip of an employee (excluding re-employed employees) or a person other than an employee from his/her former workplace, address, or residence to his/her new workplace for relocation associated with the appointment or from his/her former workplace to his/her new workplace for relocation associated with a job transfer or return from temporary transfer with status retained (hereinafter "Job Transfer, Etc.").

#### (Payment of Travel Expenses)

Article 4. In cases where an employee or a person other than an employee (hereinafter "Employee, Etc.") has taken a business trip or has been assigned to a new post, the

travel expenses shall be paid to the Employee, Etc.

(Application for a Trip and Approval)

Article 5. An employee who intends to take a business trip or a business trip for training shall apply to the working time supervisor or the working time manager (hereinafter "Working Time Supervisor, Etc.") in advance and obtain the approval thereof; provided, however, that this shall not apply when the employee intends to take a business trip under a work order from the University.

(2) In the case of the main clause of the preceding paragraph, when a faculty member (limited to professors, associate professors, lecturers, assistant professors, and research associates) intends to take a domestic trip, he/she shall be deemed as having obtained approval from the Working Time Supervisor, Etc. by making an application; provided, however, that the trip may be postponed or canceled when the Working Time Supervisor, Etc. judges that it would pose a problem for the operation of the University.

(Request for a Trip)

Article 6. When the University requests a person other than an employee to give a lecture on an ad hoc basis or a speech or conduct investigation, research, appraisal, or other work and the work involves any business trip, it shall, in advance, request the person other than an employee to take the trip.

(Notification of a Trip)

Article 7. When the University orders an employee (excluding re-employed employees) or a person other than an employee to take a trip for relocation, it shall inform the person of the trip in advance.

(Change Etc. of a Trip)

Article 8. In cases where an employee who has obtained approval to take a trip is not able to take the trip as approved out of business necessity or due to a natural disaster or other unavoidable circumstances, he/she shall apply for a postponement or cancellation of the trip to the Working Time Supervisor, Etc. in advance.

(2) An employee who failed to make an advance application for the postponement or cancellation of the trip as prescribed in the preceding paragraph shall apply for the postponement or cancellation of the trip to the Working Time Supervisor, Etc. promptly after the trip in the case of postponement of the trip or promptly in the case of cancellation.

(3) When the University postpones any trip or cancels any trip request that it has made, it shall promptly, to the person other than an employee, request the postponement of the trip in the case of postponement or inform the person that the trip has been canceled in the case of cancellation.

(4) In the cases where a person other than an employee who has been requested to take a trip is not able to take the trip as requested due to a natural disaster or other unavoidable

circumstances, he/she shall notify the University in advance.

(Reports, Etc.)

Article 9. An employee who has taken a business trip or an employee (excluding re-employed employees) or a person other than an employee who has taken a trip for relocation shall prepare a report that contains the schedule, purpose, etc. of the trip (hereinafter "Report") and submit it to the Working Time Supervisor, Etc. promptly after completion of the trip; provided, however, that for a business trip that does not involve payment of travel expenses by the University, the Report shall be prepared and submitted only when the Working Time Supervisor, Etc. has asked for it.

(2) A person other than an employee (limited to students of the University, Hiroshima University Professors Emeritus, and special postdoctoral researchers of the Japan Society for the Promotion of Science) who has taken a business trip shall prepare the Report and submit it to the University promptly after completion of the trip; provided, however, that for a business trip that does not involve payment of travel expenses by the University, the Report shall be prepared and submitted only when the University has asked for it.

(3) A faculty member who has taken a business trip for training shall prepare and submit the Report promptly only when the Working Time Supervisor, Etc. has asked for it.

(4) When the University has requested a person other than an employee (excluding students of the University, Hiroshima University Professors Emeritus, and special postdoctoral researchers of the Japan Society for the Promotion of Science) to take a trip, it shall prepare a written confirmation that contains the schedule, purpose, etc. of the trip and confirm with the person other than an employee the fact that he/she has taken the trip promptly after completion of the trip.

(Miscellaneous Provisions)

Article 10. Cases where these Regulations may not apply due to special circumstances or cases where the President recognizes that the application of these Regulations would be highly inappropriate may be handled separately.

(2) In addition to those prescribed in these Regulations, any other necessary matters concerning the trips of Employees, Etc. shall be prescribed by Executive (Financial and General Affairs).

Supplementary Provisions

These Regulations shall come into effect on April 1, 2004.

Supplementary Provisions (September 26, 2017 Regulation No. 137)

1. These Regulations shall come into effect on October 1, 2017.

2. Any trip (excluding trips for relocation; the same shall apply hereinafter in this paragraph) of an employee that is actually ongoing on the date of enforcement of these Regulations (hereinafter "Enforcement Date") and any trip of an employee taken on or after the

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Enforcement Date under an order to take the trip or business trip for training issued under the provisions of Hiroshima University Travel Regulations before revision pursuant to these Regulations (hereinafter "Old Regulations") shall be deemed to have been approved based on the provisions of Hiroshima University Travel Regulations after revision pursuant to these Regulations (hereinafter "New Regulations").

(3) Any trip of a person other than an employee that is actually ongoing on the Enforcement Date and any trip of a person other than an employee taken on or after the Enforcement date as a result of a request issued based on the provisions of the Old Regulations shall be deemed to have been requested based on the provisions of the New Regulations.

(4) Hiroshima University Guidelines on Delegation of the Authority to Issue Travel Orders (April 1, 2004 Approved by the President) shall be abolished.

