

**Instruction for Reimbursement Payment Application (revised Apr.1 2021)**

**Faculty who can place an order as the budget manager are not required to apply in advance. However, advance payment at your own expense should be made only unless there is any other option in business and please make sure to avoid unnecessary advance payment.**

**<Examples of cases considered as unavoidable in business>**

- When purchasing on a business trip
- When purchasing consumables via online and only payment by cash or credit card is available
- When purchasing urgently at stores etc.
- When payment by invoice is not possible due to vendors reasons

**【NOTE】**  
It is not appropriate to make advance payments with the vendors who already do business with Kyushu university on an invoice-paying basis (which may raise suspicions of fraud).

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## 1. Documents to be submitted

### ① Reimbursement Payment Application Form (立替精算申請書)

(Preparing via ASK (Accounting system) )

→ See Page 3 to 7

### ② Reimbursement Payment Invoice (立替払請求書)

→ See Page 9 to 10

### ③ Documentary Evidence (one of the following)

- **Receipt** (If there is no title in it, also submit a book cover copy)
- **Card usage copy** (where your name, book titles, and amount of money can be confirmed)
- **Card usage statement** (Copy is acceptable, with “it is the same as the original/**seal**” written in the margin, and **other documents that can certify the transaction details.** )

**【In case of foreign currency settlement】** (Submit an additional document to confirm the converted amount as Japanese yen.)

- **Credit card statement**
- **Foreign currency exchange certificate**
- **Mitsubishi UFJ Research & Consulting Foreign Exchange Rate List (without documents above)** ([http://www.murc-kawasesouba.jp/fx/past\\_3month.php](http://www.murc-kawasesouba.jp/fx/past_3month.php))

Convert to Japanese Yen at the TTS rate of the purchased date (the last weekday on Saturdays, Sundays, and holidays), and print the page.

Please submit the above 3 documents and the **books** to the office in charge on your campus.

\* In case of consumables, it is not necessary to submit the books if the receipt has the date and signatures verified by two faculty or staff members.

## 2 . Preparation of “Reimbursement Payment Application Form”

- ① Log in to **ASK**, and click 「**立替精算 (Reimbursement Payment)**」 on the left side menu. (ASK is in Japanese)
- ② Click 「**立替払いの申請はこちら (Click here to apply)**」【GO→】.

- ③ The Screen **★立替精算（精算）★** is displayed. Enter the following items.
  - ・ **申請日 Application date** . . . Date of application (ASK input)
  - ・ **経費区分 Expense category** . . . Select 「その他」 (Other)
  - ・ **摘要 Abstract** . . . Enter the reason why you need pay in advance

- ④ Click 「**次の画面へ（明細入力） (To the next page)**」【GO→】 to open the screen **★立替精算（精算）明細登録★**(Registration of Reimbursement Payment Settlement)

⑤Click **【予算を選択する】 (Select the budget)**, the screen **「予算科目一覧 (List of budgets)」** is displayed. Select the budget that you would like to execute.



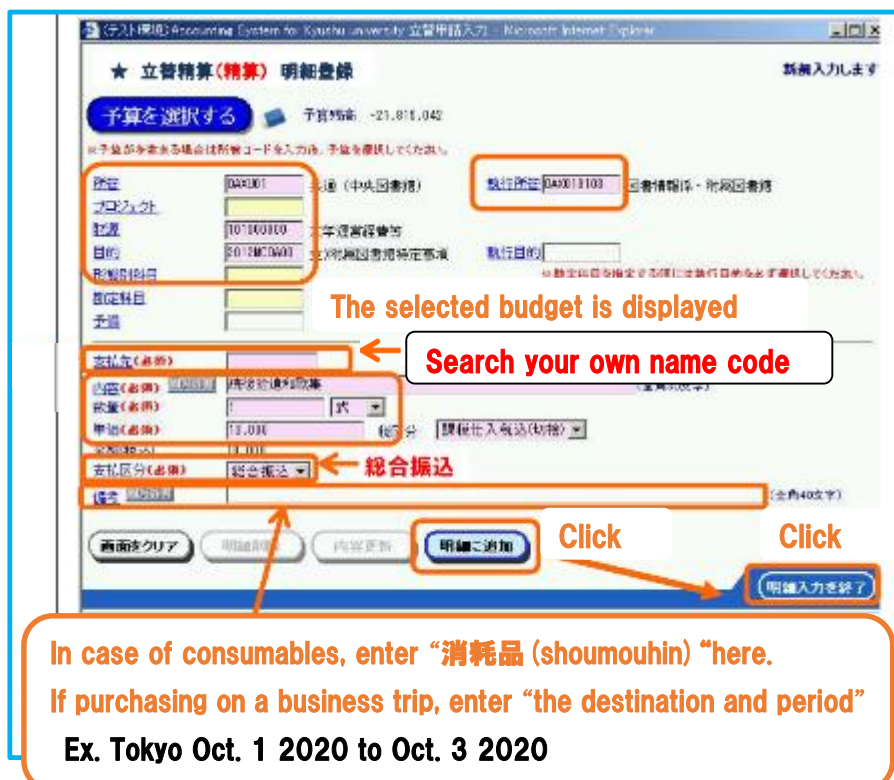
⑥The budget you selected is displayed.

Enter the information in other fields as well. Fields in pink are required.

- ・ **支払先 Payee** . . . Click to search your own name
- ・ **内容 Contents** . . . Enter the title of the book you purchased
- ・ **数量 Quantity** . . . Select **“式”** from the pull-down menu
- ・ **単価 Unit price**
- ・ **支払区分 Payment category** . . . Select **” 総合振込(general deposit)”**
- ・ **備考 Remarks** . . . **In case of consumables**, enter **“消耗品” (shoumouhin)**  
**If purchasing on a business trip**, enter **“the destination and period of your business trip”**  
**If purchasing via online**, enter **” the name of the vendor you purchased from”**

⑦After completing the entry, click **【明細に追加 (Add to Statement)】**

When you have finished all the statement, click **【明細入力を終了 (Finish Statement Entry)】**




⑧The details have been added, then check the contents and click **【登録画面へ (Go to Registration Screen)】**.



⑨Double-check the registration details, then make a check **【立替精算申請書を出力する (Output the Reimbursement Application Form)】**, and click **【確定 (送信) (Confirm/Send)】**  
 ※If you do not confirm, click **【確定を保留(Pending Confirmation)】**  
 (Separate confirmation required. →See Page 7)



⑩The preview screen of Reimbursement Application Form will be displayed.  
Print it out.




### 立替精算申請書

申請工程	平尾工舎	請求年度	2018
申請No.	0000000000	請求開始日	
申請日	11月 05 2018	請求期限	11月 05 2018 ~ 11月 05 2018
申請書	申請書 + 印刷	申請書種別	立替申請書
支払先	XXXXXXXXXX		
請求先			
支払銀行	東京銀行		
備考			

行	内 容	種 別	単 位	金額(円)
1	請求金額		円	1,000 1,000
2				
3				
4				
5				

申請No. 0000000000 請求先: 東京銀行
PAGE 0/1

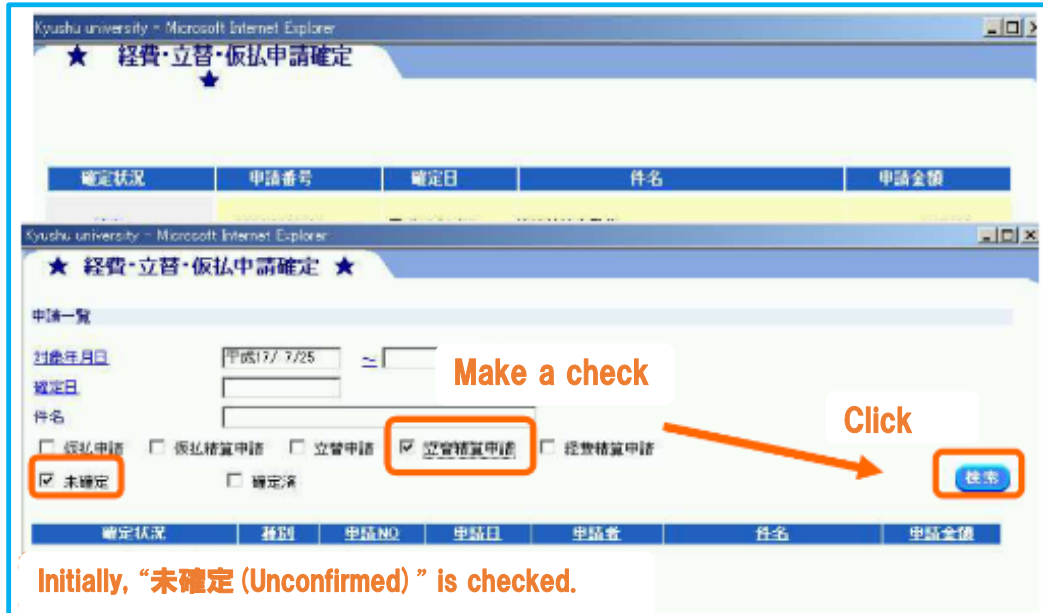


2018/05/05 10:24:15

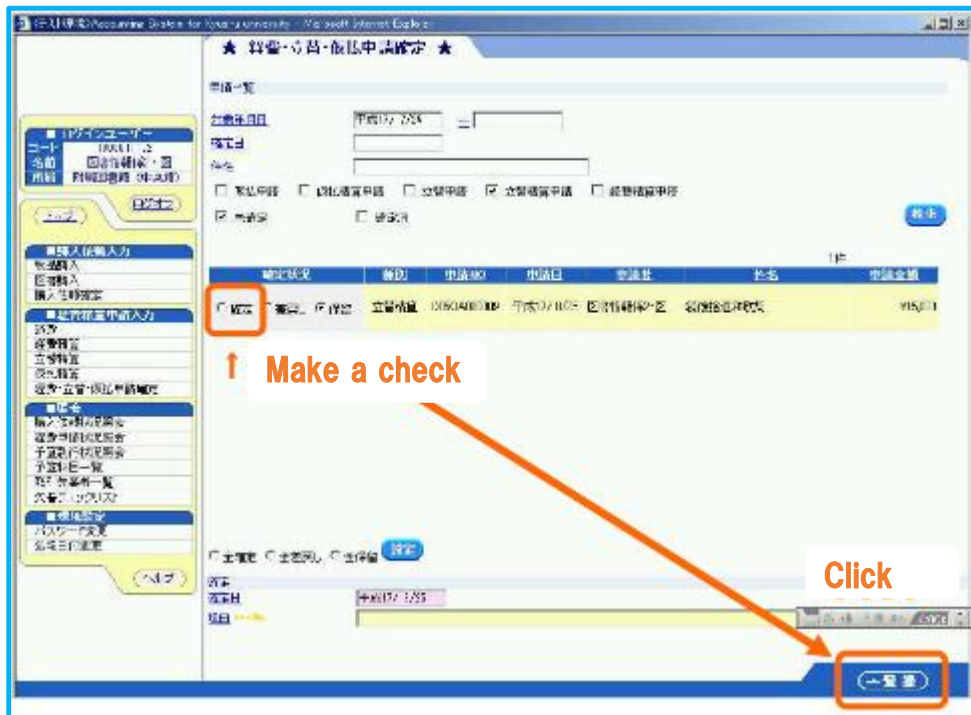
## 【Supplement】 Pending Confirmation

→Confirm input is required as follows.

- ① From the search screen of 「経費・立替・仮申請確定」 menu, check 「立替精算申請 (Reimbursement Payment Application)」, 「未確定(Unconfirmed)」 to search.



- ② Since the unconfirmed data is displayed, check the 【確定(Confirm)】 box and click 【登録 (Register)】 to complete the confirmation.



### 3. Contact Information

#### For faculty of Ito or Hakozaki Campus

Central Library 4F Book Management Section, Book Acquisition Division

Phone : 092-802-2486 Extension : (Ito) 90-2486

Email : [toctosho@jimu.kyushu-u.ac.jp](mailto:toctosho@jimu.kyushu-u.ac.jp)

※Submitted Documents can be also accepted at the Science and Technology Library Counter (Weekdays 9:00-17:00 only)

#### For faculty of Maidashi (Hospital) Campus

Medical Library Acquisition and Cataloging Division

Phone : 092-642-6036 Extension : (Maidashi) 91-6036

Email : [tiuukemo@jimu.kyushu-u.ac.jp](mailto:tiuukemo@jimu.kyushu-u.ac.jp)

#### For faculty of Ohashi Campus

Design Library Cataloging Division

Phone : 092-553-4426 Extension : (Ohashi) 95-4426

Email : [seiri@design.kyushu-u.ac.jp](mailto:seiri@design.kyushu-u.ac.jp)

#### For faculty of Chikukshi Campus

Chikushi Library Library Service Division

Phone : 092-583-7514 Extension : (Chikushi) 93-7020

Email : [srttosho@jimu.kyushu-u.ac.jp](mailto:srttosho@jimu.kyushu-u.ac.jp)



令和 年 月 日

## 立替払請求書

九州大学 殿

金 \_\_\_\_\_ 円也

但し、\_\_\_\_\_

\_\_\_\_\_

上記の通り、立替払い致しましたので、お支払下さるよう請求します。

立替払人

所属

身分・氏名

\_\_\_\_\_

**Example**

Date of applied  
on ASK

令和1年 12月 2日

立 替 払 請 求 書

Payment amount

州大学 殿

金 12,285 円也

Enter the book title

但し、"Predictably irrational" 他〇点 書籍代として

上記の通り、立替払い致しましたので、お支払下さるよう請求します。

Enter your affiliation  
and sign it.

立替払人

所属 **経済学研究院**

身分・氏名 **教授 九大 花子**