

Subsidy for introducing business trip expense adjustment system J's NAVI NEO approved

A subsidy can be provided by the Ministry of Economy, Trade and Industry under its program "IT introduction support business to improve productivity of services, etc." (hereafter referred to as the "IT introduction subsidy") when introducing J's NAVI NEO, a business trip expense adjustment system from JTB Business Travel Solutions, Inc. (head office: Koto-ku, Tokyo, President: Masamitsu Shibuya), a [JTB group company that supplies business trip expense management solutions](#).

By using this support program, a subsidy of up to half the cost necessary for introducing J's NAVI NEO supplied by JTB Business Trip Solutions, or ¥500,000, can be received.

[IT introduction subsidy]

The IT introduction subsidy is intended to provide a subsidy that covers a part of the expenses that small- to mid-sized businesses pay for introducing IT tools meeting the issues and needs of a company (such as software and services) to help them enhance their business efficiency, sales, and managerial effectiveness.

[URL: https://www.it-hojo.jp/](https://www.it-hojo.jp/)

1. A subsidy of up to ¥500,000 may be provided to help businesses introduce IT tools

The subsidy ratio of 1/2 or less of the expense necessary for introducing a service is granted. The upper limit in value is set to ¥500,000 and the lower limit to ¥150,000. The recipients of the subsidy must be small- or mid-size business operators, and the conditions of the subsidy differ depending on the type of business and the size of the company. In the case of a retailer, for example, companies capitalized at ¥50 million or less and with 50 or less employees are eligible.

In addition, various other conditions, such as preparing a business plan to improve productivity and a performance report need to be satisfied. For details, see the regulations on issuance.

Regulations on issuance

[URL: https://www.it-hojo.jp/h29/doc/pdf/h29_application_rules.pdf](https://www.it-hojo.jp/h29/doc/pdf/h29_application_rules.pdf)

A period during which the first application for issuance of the subsidy should be made is from April 20 (Friday) to June 4 (Monday), and business operators who newly

introduce J's NAVI NEO during this period are eligible. It is expected that the budget for the IT introduction subsidy will be about ¥50 billion and that 100,000 companies will apply. (The number may increase or decrease depending on the amount applied for per case.) Reception will end as soon as the budget has been reached. It is therefore recommended to file an application early.

2. About J's NAVI NEO

J's NAVI NEO is a comprehensive business trip management solution that combines an online business trip arrangement system and business trip work flow. This is an all-in-one solution that can be used to apply for domestic or overseas business trip, adjust expenses, and make payment, as well as to apply for management of and adjust daily expenses such as for transportation in the neighborhood and social activities.

This solution can by itself centrally manage dispersed information so as to visualize the actual situations of business trip and expenses and to get information for improvements such as for cutting down expenses.

<Features of the service>

- (1) Online business trip arrangement system and business trip and expense management work flow combined. This service can centrally manage and visualize business trips, movement, and expenses involved.
- (2) Arrangement for reservations needed for a business trip, such as for domestic railway tickets, domestic and international airplane tickets, hotels, and rental cars can be made. Application, approval, arrangement, and result data are seamlessly captured into the system and that information can be accessed at any time.
- (3) As charging and payment related to a business trip are made all at once by JTB, temporary payment of expensive fare and adjustment processing, which accompany a business trip, will no longer be needed, so that the time and effort by the accounting department can be substantially lowered.

<Official home page of J's NAVI NEO>

<http://www.jtb.co.jp/jsnavi/lp/>

3. About JTB Business Travel Solutions, Inc.

JTB Business Travel Solutions was born as a company specializing in BTM (Business Travel Management) that undertakes all operations related to business trip. Since 2001, it has been operating as a joint venture between JTB and Carlson Wagonlit Travel (CWT), the world's major BTM company. JTB Business Travel Solutions is now providing services to more than 600 comprehensive contract companies as a leading travel company of Japan.

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Foundation:	August 2000

Corporate site: <http://www.jtb-cwt.com/>

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*Specifications and services provided are subject to change without notice.

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