



biztrips

UPGRADE

HOW YOU MANAGE
BUSINESS TRIPS



**Do you have employees travelling
for business trips from Indonesia to
Australia, Japan, Taiwan, South Korea,
Canada, and European countries?**

Do they organize or participate in any meeting, incentive trips, conference, convention, exhibitions, or events in Australia, Japan, Taiwan, South Korea, Canada, and European countries?

**Do they spent on hotels, meals,
transportation, and entertainment
when travelling to Australia, Japan,
Taiwan, South Korea, Canada, and
European countries?**

**Do you have an overseas headquarter
or branch offices?**

**Do you have employees who often
travel between your overseas offices?**

**Do you use professional services
from overseas vendors?**

**Do you pay for taxes applied by
overseas vendors?**

If most of your answers are



NO

**We can help you to save
your company's business
travel and entertainment
expenses**



BUSINESS TRIPS MANAGEMENT SOLUTION
for companies and travel agencies in Indonesia

GLOBAL VAT RECLAIM SOLUTION

in collaboration with



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Global VAT Reclaim

MAXIMIZE
YOUR OPPORTUNITY
TO **RECOVER UP TO 25%**
OF YOUR BUSINESS TRAVEL
AND RELATED EXPENSES



Biztrips enable an efficient business trips management for companies and travel agencies through advisory, consulting, and cloud-based travel technology as a solution.

ProKonsul is the official partner of the Global Business Travel Association (GBTA), and the domain expert in managed business travel and technology in India and Asia.

Biztrips X ProKonsul represent **TaxBack International**, one of the world's largest Global Value Added Tax (VAT) Reclaim service providers in India and Indonesia.



Established in 1996
12.000+ Clients
107 Countries
27 Offices
950+ Staffs
24/7 Client Support

EURO 400 Million Claim Processed Annually



ISO Quality Approved
Award Winning Technology
Headquartered in Dublin, Ireland
Central Processing Center in Bulgaria
Fully Owned Process
Automated Data Analysis
Robust Online Tracking
Education & Training Apps

Partners



Clients

BLACKROCK®

Bloomberg



 **Kimberly-Clark**



and many more

Learn How Warner Music Saved USD 250.000 Within 6 Hours



What is Global VAT?

It is a levied tax on sales transaction of products and services, when bought outside the country of residence.

Global Value Added Tax (VAT) is reclaimable by non-resident enterprises as per country specific treaties.

Global VAT Reclaim \neq Airport VAT Refund

Global VAT Reclaim \neq Domestic CENVAT Credit

Scope of Global VAT Reclaim

1. COUNTRY OPERATIONS

- Recovery of all applicable expenses incurred overseas

2. GLOBAL OPERATIONS

- Recovery of all applicable expenses incurred by respective global locations
- Global program management

Domestic VAT Recovery is supported in Europe & certain Asian countries.

INDONESIA - VAT Reclaim Countries (a)

Continent	Country	% VAT Reclaim	Country	% VAT Reclaim
Asia Pacific	Australia	10%		
	Japan **	5%	** Requires registration for consumption tax	
	Taiwan	5%		
	South Korea	10%		
USA & Canada	Canada	5%		
Europe	United Kingdom	20%	Sweden	25%
	France	20%	Norway	25%
	Netherlands	21%	Finland	24%
	Austria	20%	Denmark	25%
	Belgium	20%	Iceland	24%
	Ireland	23%	Luxembourg	15%
	Spain	21%	Malta	18%
	Germany	Subject to conditions	Monaco	20%

INDONESIA - VAT Reclaim Countries (b)

NOTES

- * Subject to some restrictions and limitations.
- ** Refund possible only through registration for Consumption tax prior to incurring the expenses.
- *** Refund only possible if VAT paid on:
 - admission, accommodation, restaurants and transportation in relation to the participation at fairs, congresses and exhibitions with commercial or professional aim
 - the supply and importation into Spain of moulds and equipment used for the manufacture of goods that will be exported afterwards.

Notes (as of January 2017)

- Individual country eligibility may vary due international tax agreement & will be clarified in advance of processing invoices.
- List of Countries that allow VAT Reclaim may vary by country of origin of applicant .
- Further changes to eligible list of countries may vary without notice due changes in applicable legislation.

Expenses on which VAT can be reclaimed?

**The eligibility of specific invoice for VAT Reclaim will be determined
by TBI & The Respective Country Tax Authority**

Accommodation &
Meals

Fuel, Taxi & Transport

Business
Entertainment

Conference, Events &
Exhibitions

Marketing &
Advertising

Printing Materials &
Stationary

Inter-Company
Expenditure

Professional Services

A/P Invoices

Expenses Permitting VAT Reclaim (1)

General Rule

To reclaim global VAT , invoice must indicate VAT amount charged.

If you have any invoice from the specified countries , that indicates a VAT charge , please send this to Taxback for audit and verification of eligibility for VAT Reclaim

Expenses related to overseas business travel

Expense Type	Definition & Scope
Accommodation*	Invoices for stay of employees at hotels / serviced apartments / guesthouses.
Meals**	Invoices for food and restaurant bills for employees own consumption.
Business Promotion Meals**	Expenses incurred by employees for business promotion meals at restaurants.
Fuel, Taxi, Transport**	Invoices for the specified expense category including fuel for self drive car rentals.

Note

* Invoice must be in the legal name of the company applying for VAT Reclaim

** Invoice need not carry the company name

The eligibility of a specific invoice , for VAT Reclaim will be determined by TBI & the respective Country Tax authority.

Expenses Permitting VAT Reclaim (2)

General Rule

To reclaim global VAT , invoice must indicate VAT amount charged.

If you have any invoice from the specified countries , that indicates a VAT charge , please send this to Taxback for audit and verification of eligibility for VAT Reclaim

Expenses related to overseas participation in events & MICE events

Expense Type	Definition & Scope
Conferences / Exhibitions / Seminars / Trade shows & Events *	Invoices towards participation & presence in overseas events. This can also include dealer & staff incentive events conducted directly or on behalf of corporate clients.
Marketing & Advertising *	Expenses incurred to promote the company overseas.
Printing & Stationery *	Expenses incurred in specified expense category.

Note

* Invoice must be in the legal name of the company applying for VAT Reclaim

** Invoice need not carry the company name

The eligibility of a specific invoice , for VAT Reclaim will be determined by TBI & the respective Country Tax authority.

Expenses Permitting VAT Reclaim (3)

General Rule

To reclaim global VAT , invoice must indicate VAT amount charged.

If you have any invoice from the specified countries , that indicates a VAT charge , please send this to Taxback for audit and verification of eligibility for VAT Reclaim

Corporate expenses	
Expense Type	Definition & Scope
Inter- Company Invoices *	Invoices received by the local entity from overseas branches / head office locations for corporate expense allocations , franchisee and other charges.
Professional services *	Invoices towards payment to any overseas professional services firms like chartered accountants / consultants & venture capital advisory firms.
Account Payable (A/P) Invoices *	This is a very broad category and covers invoices towards purchase of random goods and services.

Note

* Invoice must be in the legal name of the company applying for VAT Reclaim

** Invoice need not carry the company name

The eligibility of a specific invoice , for VAT Reclaim will be determined by TBI & the respective Country Tax authority.

Claim Period & Submission

All Countries (except UK)

Period

- **January to December of current calendar year**

Latest Submission

- **30 June of following year**

United Kingdom

Period

- **July of previous year to June of current calendar year**

Latest Submission

- **31 December of current year**

Retrospective Claims

Only Netherlands allow claims for a period 5 years back.

Note:

Quarterly claims permitted, if claims exceed minimum value of EUR 500

Documentation Required

1. Tax Residency Certificate

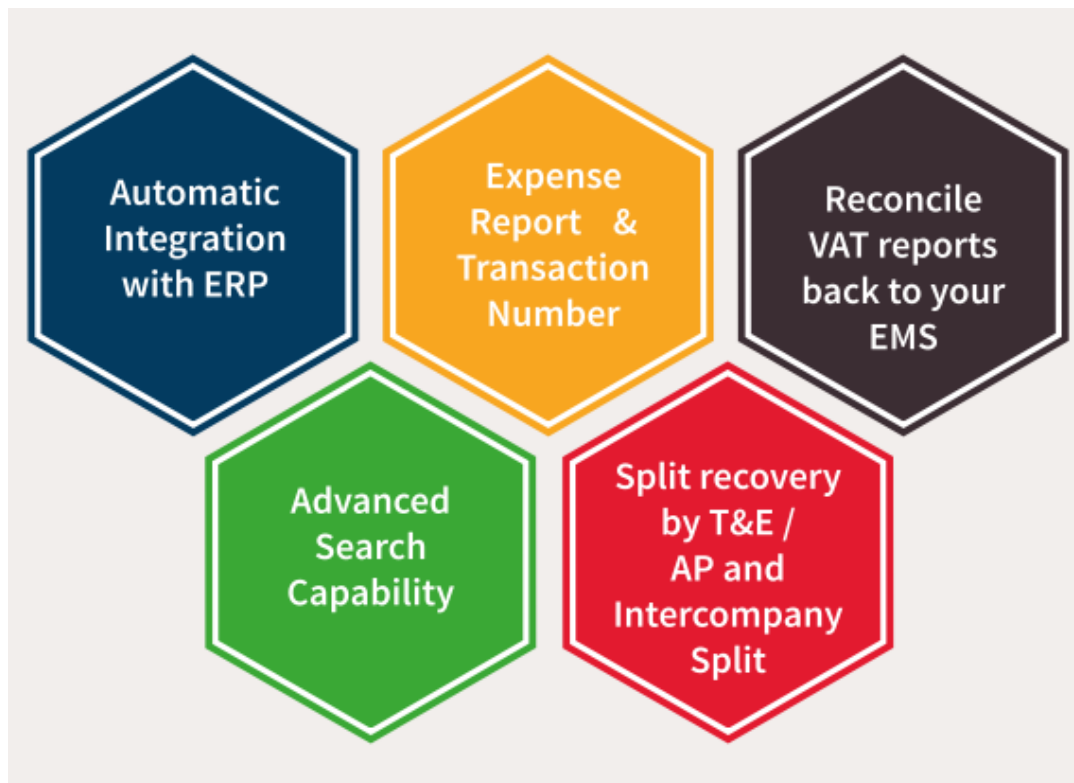
- For the organization filing the claim
- One original is required per claim per country
- The tax residency certificate is obtained on the prescribed form from the local income tax office

2. Original Invoices

- In the legal name of the organization filing the claim

3. Country Specific Authorization Documents

Technology Advantages



T&E Expense Automation solutions like Concur supports a faster VAT claim assessment & processing.

Data Extraction from ERP solutions like SAP, Oracle & credit card vendors is supported.

TBI offers a invoice corrections service to support recovery of VAT Reclaim compliant invoices from your overseas vendors.

We can conduct onsite audit & verification of eligible invoices. These are optional services.

Fees & Time Taken

TBI will charge 20% of the VAT Reclaim Amount as Success Fee.

Example: If a client receives VAT refund of USD 100, then TBI will charge USD 20 – as Success Fee.

Fees is payable only if your claim is successful

No reclaim = No fees payable

Time taken to complete reclaim varies between 60-270 days.

All original invoices submitted for VAT Reclaim purposes are returned by the tax authorities to TBI.

TBI in turn will return all originals to the client .

VAT Reclaim Calculation Sample

		(in USD)		
TOTAL AIR EXPENSE	35.00%		\$350,000	
TOTAL HOTEL EXPENSE	20.00%		\$200,000	
TOTAL MICE EXPENSE	40.00%		\$400,000	
TOTAL OTHER EXPENSE	5.00%		\$50,000	
TOTAL BUSINESS TRAVEL EXPENSE			\$1,000,000	
TOTAL VAT PAID	15.00%		\$150,000	
NON-RECLAIMABLE COUNTRIES	70.00%		(\$105,000)	
			\$45,000	
NON-RECLAIMABLE EXPENSES / INCOMPLETE DOCUMENTS	30.00%		(\$13,500)	
APPROVED VAT RECLAIM			\$31,500	
TAXBACK SERVICE FEE	20.00%		\$6,300	PER TRANSACTION
BANK FEES	0.56%		\$35	PER TRANSACTION
VAT RECLAIM AMOUNT RECEIVED			\$25,165	
			2.52%	from TOTAL BUSINESS TRAVEL EXPENSE
			16.78%	from TOTAL VAT PAID
			79.89%	from APPROVED VAT RECLAIM

Fees Structure

Fee Type	Condition	Fee Amount	Comment
Processing Fee	Charged on Total tax refund secured.	20%	Is a success fees. Payable only if a successful refund is generated.
Express Filling	Applicable only invoices received after internal deadline.	5%	Only charged on specific invoices that are delayed in submission.
Receipt & Correction	Applicable only where TBI needs to approach vendor on your behalf and retrieve / correct invoice.	10%	Only charged on specific invoices that are retrieved / corrected.
Appeal	Where TBI contest a claim with the country Tax authority on your behalf.	5%	Only charged on specific invoices that are appealed.
Bank Transfer	Applicable for each transfer.	EUR 15	

Steps to Reclaim VAT

- 1. Execute agreement between client & Taxback International**
- 2. Review & Audit invoices electronically**
- 3. Secure Original Invoices - Mandatory**
- 4. Get Certificate of Taxable status - Mandatory**
- 5. Courier Invoices & other documents to Operations center in Bulgaria**
- 6. Submission & Claim Recovery**



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