

MAXIMIZE VAT RECLAIMS —

BRING BACK PROPER RECEIPTS!

When you travel to Europe or Canada, you can save your company substantial sums by ensuring that you obtain & bring back the right kinds of receipts. This will facilitate reclaim of Value Added Tax (VAT) from Europe or Goods and Services Tax (GST/HST/PST) from Canada.

This leaflet defines the features that must be on any receipt

Prepared as a Value Added Service by:

Universal VAT Services

visit our web site:
www.universalsvatservices.com

VAT - The Tax that Pays Back!

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VAT Reclaimable Business Expense Items										
Country (Tax Name)	VAT %	Hotels	Meals	Bus. Ent.	Car Rent, Fuel & Park	Transport	Phone	Trade Shows & Conferences	Training, Consulting & Fees	
AUSTRIA (MwSt)	20	Y	Y			Y	Y	Y	Y	
BELGIUM (BTW)	21				Y	Y	Y	Y	Y	
DENMARK (MvD)	25	Y	Y			Y	Y	Y	Y	
FINLAND (ALV)	22	Y			Y	Y	Y	Y	Y	
FRANCE (TVA)	19.6						Y	Y	Y	
GERMANY (MwSt)	16	Y	Y	Y	X	Y	Y	Y	Y	
IRELAND (VAT)	21						Y	Y	Y	
ITALY (IVA)	20						Y	Y	Y	
LUXEMBOURG (TVA)	15	Y	Y	Y	Y	Y	Y	Y	Y	
NETHERLANDS (BTW)	6/19	Y			Y	Y	Y	Y	Y	
SWEDEN (MOMS)	25	Y	Y	Y	Y	Y	Y	Y	Y	
SWITZERLAND (MwSt)	7.5	Y	Y		Y	Y	Y	Y	Y	
UNITED KINGDOM (VAT)	17.5	Y	Y		Y		Y	Y	Y	
CANADA (GST, PST, HST)	7/15	Y						Y	Y	

Please Note:

- Rates indicated are those in effect at time of printing. VAT rates change frequently.
- Not all the categories are subject to VAT at the full rate specified.
- Please refer to UVS for full details.

X Not Fuel

FEATURES TO LOOK FOR ON THE RECEIPT:

- THE RECEIPT ***MUST*** BE ORIGINAL AND FINAL. A photocopy, FAX or any receipt that says "copy", "information only", "preliminary", "view" or, more obviously, "this is not a VAT receipt" is not acceptable to the tax authorities.
- HOTEL AND CAR RENTAL RECEIPTS. Please check in with your own name **and also the company name**. Also, **use the company address**, not your personal address. This is particularly important in **Belgium, Germany and Switzerland**.
- DATE OF THE TRANSACTION.
- NAME & ADDRESS OF THE SUPPLIER.
- ADEQUATE DESCRIPTION OF GOODS OR SERVICES PROVIDED. This is particularly important for restaurant receipts; it is also important to record the names & affiliations of all the diners on the receipts.
- RATE & BREAKDOWN OF THE VAT. This is required for all high value receipts. In the UK, invoices with gross amounts less than 100 UK pounds and in Germany less than 200 DM need not carry this.
- FOR UNITED KINGDOM TRAVEL VAT REGISTRATION NUMBER ON THE RECEIPT IS ***ESSENTIAL***. For other European countries, this is not essential.
- CREDIT CARD RECORD OF CHARGE RECEIPTS ARE GENERALLY ***NOT*** ACCEPTABLE BY THEMSELVES. The newer style, computer generated credit card receipts may, however, be acceptable if they show the items listed above.

DIFFERENT RECLAIMABLE ITEMS IN EVERY COUNTRY

You should be familiar with what items are VAT reclaimable in the various European countries. Overleaf you will find a simple matrix of the VAT reclaimable expense items for each of the European countries and Canada. Please study this and keep it with you to guide you during your travels.

WHEN YOU RETURN

Please include with your Expense Report all the original VAT reclaimable receipts that you have acquired - even though some of them may not be strictly necessary for you to obtain reimbursement from the company.

CANADA

It is necessary to retain only original hotel receipts unless the company is registered for GST/HST (in which case receipts for all items are usable). The same requirements about hotel receipts apply as for European VAT.

VAT REFUNDS ON PERSONAL PURCHASES: Refunds of VAT can be obtained on some personal purchases in Europe and Canada. UVS can advise you on opportunities in Europe before you leave and can actually process your Canadian claim when you return if desired. Contact UVS directly for help in this area.

For further information, please contact: