BUSINESS TRAVEL VAT

Your foreign VAT on business travel and events, recovered.

The distinction between expenditure and expense.

Expenditure is what a company pays. Expense is what it finally bears. Foreign VAT belongs to the first, and need not belong to the second.

A conference in Milan, an exhibition in Barcelona, a week of meetings in London. The commercial rationale for travelling abroad rarely includes a consideration of foreign VAT. Yet its cumulative financial significance can be considerable.

Unlike domestic VAT, foreign VAT generally requires a separate recovery procedure. If that procedure is not pursued, the company may ultimately bear VAT that could have been recovered.

EXPENDITURE INCLUDING VAT · VAT INCLUDED AT RATES OF 10% TO 20%

CHF 100'000	CHF 9'000 to 17'000
CHF 500'000	CHF 45'000 to 83'000
CHF 2'000'000	CHF 182'000 to 333'000

Illustrative calculations assuming expenditure is fully subject to VAT within the indicated range.

The amount paid is a matter of arithmetic. The amount recoverable is a matter of examination.

THE ECONOMICS OF DOING NOTHING

We reverse the sequence.

Foreign VAT recovery presents an unusual economic problem: a company must ordinarily commit resources to an investigation before it knows what that investigation is worth.

Different jurisdictions, unfamiliar procedures, fragmented records and incomplete invoices make the cost of establishing a refund entitlement difficult to anticipate.

The administrative burden does not diminish in proportion to your travel budget.

The financial benefit of a reimbursement belongs to the company. The administrative burden generally belongs to someone within it.

Under these circumstances, doing nothing is entirely rational.

THE USUAL SEQUENCE

The company commits resources
It investigates
It learns what the investigation was worth

OUR SEQUENCE

We assess the potential recovery at our expense
You decide whether to pursue it
Our remuneration depends on the result

We have designed our service to separate the two: your company receives the financial benefit; we undertake the administrative work.

Records, not groundwork.

Send us the records as they are, including the incomplete ones. There is no preliminary investigation for your company to undertake. A confidentiality agreement is signed before any records are exchanged.

YOU DO NOT NEED TO KNOW

~~Which invoices qualify~~

~~How much VAT you have paid~~

~~Which countries permit a refund~~

Establishing that is our work, not yours.

WE WORK WITH THE RECORDS YOU ALREADY HAVE, IN THE SYSTEMS YOU ALREADY USE.

Read-only access to your expense or accounting system

Documents uploaded to your online folder, hosted in Switzerland

Invoices and receipts forwarded to a dedicated email address

Booking correspondence copied to us

Physical documents sent by post, which we digitise

We extract, classify and organise the information required for each claim. Where official certificates are required, we arrange for them to be obtained and prepare any required powers of attorney for your approval.

Nothing to install. Nothing to sort beforehand. No parallel administrative structure.

Technology reads the documents. Our team pursues the recovery.

Our work in financial data engineering began in 2016, with the extraction and transformation of information contained in financial documents.

Today, we apply that expertise to international VAT recovery.

Our own tools process invoices from different systems, in different languages and formats, identifying the information required to assess potential refund entitlements.

The distinction between identifying VAT and recovering it is fundamental.

OUR TECHNOLOGY IDENTIFIES VAT

Formats

Languages

Systems

OUR TEAM RECOVERS IT

Legislation

Documentary evidence

Correspondence

Professional judgement

Our technology addresses the first. Our team undertakes the second.

Evidence of expenditure is not necessarily evidence of entitlement.

A hotel receipt, a conference confirmation or a booking platform's payment summary may be entirely sufficient for one administrative purpose and inadequate for another.

Tax authorities assess refund claims against specific documentary requirements.

EVIDENCE OF EXPENDITURE
A receipt
A booking confirmation
A payment summary

EVIDENCE RELEVANT TO ENTITLEMENT
The VAT shown as a separate amount
The company named correctly
The supplier's VAT number

We examine invoices accordingly, identify deficiencies and, wherever possible, obtain corrected documentation directly from suppliers, hotels, organisers and booking platforms.

A recoverable amount should not be abandoned merely because the original document was inadequate.

The recovery process

YOUR PART
Send us the records as they are
Decide whether to pursue the claim
Approve the documentation we prepare
Receive the reimbursement or the balance after deduction of our fee

OUR PART
Examine the expenditure and assess the recovery potential
Extract, classify and organise the information
Identify eligible expenditure
Obtain corrected supplier invoices where possible
Arrange for the required official certificates to be obtained and prepare powers of attorney
Prepare and submit the claims
Respond to the tax authorities and suppliers
Where the country permits, receive the reimbursement and transfer the balance to your account

01 Assessment	We examine the records you send us. Within one working day, you receive a free written assessment of the recovery potential, the applicable procedures and the documentation required. The full examination of a financial year's expenditure follows once you decide to proceed.
02 Preparation	We identify eligible expenditure, obtain invoice corrections where possible and assemble the supporting evidence.
03 Submission	We prepare and submit claims in accordance with the applicable refund procedures.
04 Correspondence	We respond to enquiries from tax authorities and suppliers, keeping you informed throughout the process.
05 Reimbursement	Our fee becomes payable only upon successful recovery. We represent our clients before the tax authorities, which deal with us as a single point of contact, with one correspondent, one account and one set of claim references. Wherever the country allows payment to a representative, reimbursements are paid to us, which keeps the procedure simple. We deduct our fee and transfer the balance to your company's account. Where the refund procedure requires payment directly to your company, we invoice our fee once you have received the reimbursement. Our invoice is payable within 10 working days.

Time is part of the calculation.

Financial records may remain in an archive for a decade. The right to recover their VAT may expire within months.

Refund deadlines differ according to the jurisdiction and the applicable procedure.

The submission itself may be the least time-consuming part of a claim. Obtaining corrected invoices, certificates and supporting evidence can take considerably longer.

The deadline is fixed. The work required before it is not.

Companies cross borders. Tax systems do not.

We work with internationally active companies. Our clients cross borders to meet investors, acquire customers, exhibit, negotiate, research and develop new markets.

Their expenditure is international. The rules governing its taxation remain jurisdictional.

For each company, we determine the appropriate procedure for the country and type of expenditure concerned, subject to the applicable eligibility and reciprocity requirements.

OUR RECOVERY SERVICES COVER:

- European Union
- Norway and Iceland
- United Kingdom
- Switzerland and Liechtenstein
- United Arab Emirates

A shared interest in the outcome.

We assume the cost of undertaking the work. Our remuneration depends on its financial result.

BEFORE A REIMBURSEMENT

- The assessment is free
- No setup fees
- No minimum claim value beyond the statutory refund thresholds

AFTER A REIMBURSEMENT

- Our standard fee is 35% of the VAT successfully reimbursed, including any VAT due on our fee
- Reduced rates may be agreed for larger volumes
- We deduct our fee from reimbursements paid to us. If the reimbursement is paid directly to you, we invoice our fee.

No reimbursement, no fee.

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