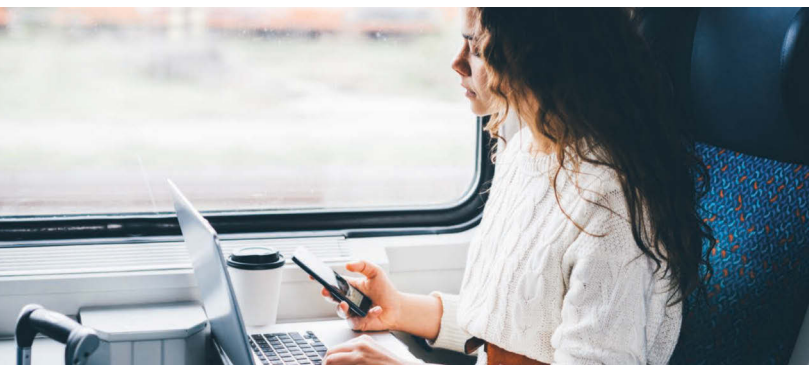




Travel Expenses

Vademecum



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2023

TRAVEL EXPENSES

A business trip (external activity for professional reasons) exists, if the employee is working

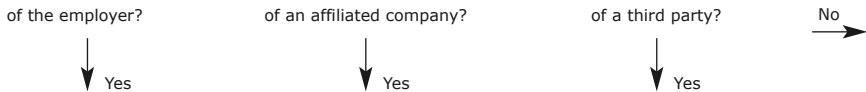
- for professional reasons,
- temporarily,
- outside of his home and his center of professional activity and
- not at the initial workplace.

The initial workplace replaces the regular place of work. Since 2014, an employee has a maximum of one **initial workplace** per employment relationship, however, by way of derogation from the previous regulation, it may **also** be **with a customer**.

In principle, the initial workplace may be contractually defined. However, a negative allocation, i.e. the simple information that there is no initial workplace, may not be possible. Either an initial workplace does exist and has been defined or the external circumstances indicate that there is none, for example, assignments as a sales representative or an engineer with constantly changing customer visits.

The following diagram indicates, whether an initial workplace may or may not exist.

1. Spatial requirement: Stationary facility



2. Permanent assignment to a stationary facility?

Permanent: Is the employee supposed to work there

- open-end or
- for the duration of his employment relationship or
- for longer than 48 months?

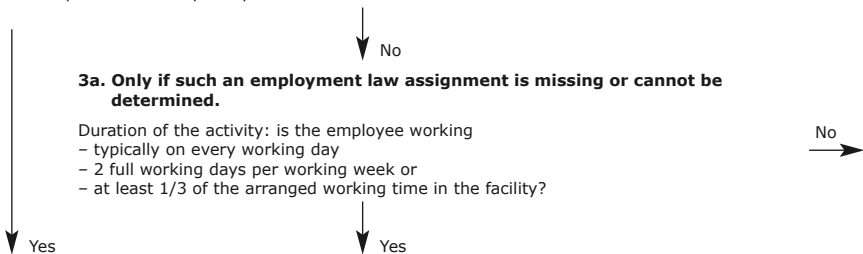


3. Has the employer defined the workplace based on its right to specify provisions?

Through:

- employment contract or employment law provisions?
- agreements and instructions?

Employment law provisions take priority



4. Limitation to a maximum of one first workplace

If several work locations fulfil the requirements for an initial workplace, the following order applies:

- The concrete specification of the employer takes priority (for example: "the first workplace is situated in ...").
- If missing or unclear, the stationary facility, which is closest to home, is deemed to be the first workplace.

External activity

Transport costs within the scope of external business activities All journeys due to external business activity, which do not take place between home and the initial workplace, will be considered travel expenses.

Amount of the expenses:

- Actual expenses for transportation
- Fare including surcharges for public transport

When using own vehicle:

- Kilometer rate from annual total costs (individual proof)
- Kilometer allowance:

Vehicle	Kilometer rate (EUR pro km)
Car	0.30
Other motorized vehicles	0.20

In addition to kilometer rates, extraordinary expenses (e.g. accident, theft, technical wear) must be taken into account.

The principles of the initial workplace must also be observed for calculating the non-cash benefit of company cars. However, a differentiation must be made according to the frequency of the visits to the initial workplace. If visited frequently, the factor of 0.03 % is used for the distance between home and initial workplace, when it comes to taxation. If the amount remains below 15 visits per month, taxation with the 0.002 % rule may possibly be expedient. If a company vehicle is only borrowed, e.g. for relocation, the 0.001 % rule applies.

Travel expenses for journeys between home and initial workplace Travel allowances can be paid for journeys between home and the initial workplace. These are tax-free with a flat-rate tax of 15 % if the following formula is maintained: 15 days/month x flat-rate distance allowance x number of kilometres home - first place of work one way. If public transport is used, higher amounts can also be reimbursed tax-free according to the proof of the acquisition costs.

Increase of the commuting allowance from 01.01.2021 limited until 31.12.2026

01.01.2021 – 31.12.2023		01.01.2024 – 31.12.2026	
first 20 km	0.30 EUR	first 20 km	0.30 EUR
from 21st km	0.35 EUR	from 21st km	0.38 EUR

Maximum limit: 4,500 EUR per year

From 01.01.2019, job tickets for journeys between home and the initial workplace can be provided tax-free as an additional employer's benefit and even for private journeys by employees and their families when using local public transport.

The costs of long-distance and local passenger transport remain tax-free when used for journeys between home and the initial workplace, provided that an active employment relationship exists, the employer pays the costs additionally and no private use is permitted.

The flat-rate reimbursement on the basis of kilometres is, of course, still possible and if the flat-rate income tax of 15 % is used, this remains free of social security contributions, but applies to the distance allowance.

In addition, a flat rate of 25 % is now possible, which also remains free of social security contributions but is not credited against the distance allowance.

When it comes to flights, different rules apply The country can be considered attained when the flight has landed.

Until then, the lump-sum amount of the country of departure applies.

Flights over two days

- On the interim days, the lump-sum amount for Austria applies.
- With a stopover, the lump-sum amount is only relevant for overnight accommodation.

With the aid of a travel expense policy, many things can be reduced, for example, the lapse of claims for additional meal expenses for training courses booked by the employer with meals. Travel expense forms, which already calculate the absence, can also lead to a significant reduction of errors in processing the travel expenses. Contact us, we will be pleased to provide you with templates.

Additional meal expenses Since 2014, only two rates have applied for additional meal expenses, which the employer can compensate or the employee can offset as professional expenses. With effect of 01.01.2020 these allowances will be increased as follows:

Duration	per calendar day lump-sum amount in EUR
One-day business trip with an absence of MORE than 8 hours	14.00
Several days' business trip with overnight accommodation , if the employee is absent for a full 24 hours	28.00

Arrival and departure day for several days' business trip: 14.00 EUR, regardless of the duration of absence. The requirement is that the employee stays overnight outside of his home on this particular day, a subsequent day or a prior day.

Note: For several days' business trips with overnight accommodation, the employer may waive the recording of actual absence times in the future, if it can be certain that overnight accommodation existed. For the day of arrival and departure of a multi-day business trip with overnight accommodation, the duration of absence is irrelevant. For a one-day business trip, it is sufficient if a duration of absence of more than eight hours is ensured.

Night rule: Anyone who is travelling for business purposes after midnight on a calendar day and does not stay overnight, is entitled to receive a meal allowance for tax purposes of 14.00 EUR for the calendar day on which he is mainly travelling.

Three-month time limit The tax-exempt compensation of additional meal expenses is limited to the first three months at the same place of work. An interruption of four weeks enables a new three-month time limit to start. The reasons for the interruption – sickness, leave or operational approaches – have been irrelevant since 2014.

Meal provision for employees

... for own business interest	... for external activities	... for a reward
<ul style="list-style-type: none"> – Company event – Business meal – Entertainment (e. g. customers, in the Group ...) 	Meals from the employer or third party. The tax-exempt meal provision is only possible, if it involves a so-called "customary" meal, i.e. it does not exceed the value of 60.00 EUR per person.	Meals provided as consideration for work performance must be applied with the actual value, e. g. if an employee is permitted to go to an expensive restaurant for good work performance.
No non-cash benefit is incurred.	Reduction of the additional meal expenses for breakfast by 5.60 EUR lunch/dinner by 11.20 EUR each.	The exemption limit of 44.00 EUR is applicable, but may not be exceeded and may not be utilized in a different way; otherwise a taxable non-cash benefit is created.

Practical tip

- "Meals" on flights, such as crisps or biscuits, do not count as meals in the fiscal sense and therefore do not reduce the meal allowances.
- Food offerings from the employer, such as pretzels or bread rolls without spread, are also not considered as a meal.

Granting of meals for external activities The employee is provided with meals by the employer or third party on his external activity.

Employee has a meal himself and the employer reimburses the expenses	Meal arranged by employer or third party	External activity with overnight accommodation
<p>Reimbursement only remains tax-exempt within the scope of the known limits, i.e. for one-day absence: 14.00 EUR for more than 8 hours of absence.</p> <p>For several days' absence: 14.00 EUR for the day of arrival and departure, 28.00 EUR for at least 24 hours of absence</p>	<ul style="list-style-type: none"> – Full cost assumption by employer is permitted. – NO non-cash benefit with the benefit-in-kind can be applied any more. – With additional compensation for additional meal expenses the reduction for breakfast is 5.60 EUR, for lunch/dinner 11.20 EUR each 	<p>Principle: the pure overnight accommodation expenses are reimbursable. Expenses for breakfast = meal must be reduced.</p> <p>For meals, the previous column also applies</p>
Additional reimbursements in the amount of 14.00 EUR/28.00 EUR can be taxed at 25 % on a lump-sum basis.	<p>Professional reasons in the interest of the employer.</p> <ul style="list-style-type: none"> – Employer has promised the employee the coverage of the costs under employment law. – Invoice is issued in the employer's name. 	Covered by the employer = Costs for breakfast for additional meal expenses must be reduced by 5.60 EUR.

Mandatory declaration of capital letter "M" at meal provision on external activities – mandatory since 2019

If the employer or at his request a third party provide the employee with a meal valued at the official rate for benefits-in-kind on their external activities away from home and their initial workplace (or in case the employee maintains a second household -> doppelte Haushaltsführung), the capital letter "M" has to be recorded in the payroll and declared in the electronic payroll tax statement.

The obligation to record and certify, applies regardless of the number of meals provided in the calendar year.

In the case of meals provided, which do not represent wages or whose amount exceeds 60.00 EUR and which are therefore not to be valued at the official non-monetary remuneration value, there is no obligation in the payroll account to record and certify the capital letter "M".

Overnight accommodation expenses Business-related overnight accommodation expenses can be reimbursed without restriction for 48 months against receipt.

Thereafter, only a maximum of 1,000.00 EUR per month will be reimbursed on a tax-exempt basis.

The allowance of 20.00 EUR, each employee may claim without proof, remains unchanged.

Introduction of new lump sum for overnight stays in a car Since January 1, 2020, there is a new lump sum for professional drivers of 8.00 EUR per calendar day. This is intended to provide additional expenses for overnight stays in the vehicle, e. g. fees for sanitary facilities at rest areas and truck stops are paid for as part of a professional activity lasting several days. Furthermore the reimbursement of proven higher additional expenses remains tax-free.

Additional meal expenses abroad Based on the current letter from the Federal Ministry of Finance (BMF) dated September 27, 2021 and in agreement with the highest tax authorities of the federal states, the lump sums shown in the overview for additional meal expenses and accommodation costs for professionally and operationally arranged foreign duty travel in 2021 will also be valid in 2022.

For the countries not covered in the notice, the standard amount applicable to Luxembourg is decisive, and for unrecognized overseas and outlying areas of a country the lump sum applicable to the mother country is decisive.

Important:

For one-day trips abroad, the corresponding lump sum of the last place of employment abroad is decisive. For multi-day travel in different states, the following applies to determine the meal allowance on the arrival and departure days as well as on the intermediate days (days with 24 hours absence):

- When traveling from domestic to foreign countries or from abroad to domestic without any action, the corresponding lump sum of the place prevailing before 24 o'clock local time is decisive.
- When departing from foreign countries to domestic or from domestic to foreign countries, the corresponding lump sum of the last place of activity shall prevail.
- As a rule, the corresponding lump sum of the place, which the employee reaches before 24 o'clock local time, is decisive for the intermediate days.

If the day of the return from a multi-day out-of-town activity to the apartment or first place of employment is followed by a further one-day or multi-day out-of-town activity, only the higher meal allowance is to be taken into account for this day.

To reduce the meal allowance, the following applies When providing meals by the employer or at his request by a third party, the reduction of the meal allowance must be made on a daily basis, ie. from the meal allowance for a 24-hour absence relevant for the respective travel day, irrespective of the country in which the particular meal was made available.

In Belgium, for example, more than eight hours absence a day, would amount to 28.00 EUR additional meal expenses, more than 24 hours absence per day would amount to 42.00 EUR. The deduction for a breakfast would be 8.40 EUR (42.00 EUR x 20 %), for a lunch or dinner it would be 16.80 EUR (42.00 EUR x 40 %).

**Overview of the lump sums applicable from 1 January 2023
for additional meal expenses and overnight accommodation abroad.**
Changes in bold

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
Afghanistan	30	20	95
Ägypten	50	33	112
Äthiopien	39	26	130
Äquatorialguinea	36	24	166
Albanien	27	18	112
Algerien	47	32	120
Andorra	41	28	91
Angola	52	35	299
Argentinien	35	24	113
Armenien	24	16	59
Aserbaidshjan	44	29	88
Australien			
– Canberra	51	34	158
– Sydney	68	45	184
– im Übrigen	51	34	158
Bahrain	48	32	153
Bangladesch	50	33	165
Barbados	52	35	165
Belgien	59	40	141
Benin	52	35	115
Bolivien	46	31	108
Bosnien und Herzegowina	23	16	75
Botsuana	46	31	176
Brasilien			
– Brasília	57	38	127
– Rio de Janeiro	57	38	145
– Sao Paulo	53	36	132
– im Übrigen	51	34	84
Brunei	52	35	106
Bulgarien	22	15	115
Burkina Faso	38	25	174
Burundi	36	24	138
Chile	44	29	154
China			
– Chengdu	41	28	131
– Hongkong	74	49	145

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
– Kanton	36	24	150
– Peking	30	20	185
– Shanghai	58	39	217
– im Übrigen	48	32	112
Costa Rica	47	32	93
Côte d'Ivoire	59	40	166
Dänemark	75	50	183
Dominikanische Republik	45	30	147
Dschibuti	65	44	305
Ecuador	27	18	103
El Salvador	65	44	161
Eritrea	50	33	91
Estland	29	20	85
Fidschi	34	23	69
Finnland	50	33	136
Frankreich			
– Lyon	53	36	115
– Marseille	46	31	101
– Paris sowie die Departments 92, 93 und 94	58	39	159
– im Übrigen	53	36	105
Gabun	52	35	183
Gambia	40	27	161
Georgien	35	24	88
Ghana	46	31	148
Griechenland			
– Athen	40	27	139
– im Übrigen	36	24	150
Guatemala	34	23	90
Guinea	46	31	118
Guinea-Bissau	32	21	113
Haiti	58	39	130
Honduras	57	38	198
Indien			
– Bangalore	42	28	155

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
– Chennai	32	21	85
– Kalkutta	35	24	145
– Mumbai	50	33	146
– Neu Delhi	38	25	185
– im Übrigen	32	21	85
Indonesien	36	24	134
Iran	33	22	196
Irland	58	39	129
Island	62	41	187
Israel	66	44	190
Italien			
– Mailand	45	30	158
– Rom	40	27	135
– im Übrigen	40	27	135
Jamaika	57	38	138
Japan			
– Tokio	66	44	233
– im Übrigen	52	35	190
Jemen	24	16	95
Jordanien	57	38	134
Kambodscha	38	25	94
Kamerun	50	33	180
Kanada			
– Ottawa	47	32	142
– Toronto	51	34	161
– Vancouver	50	33	140
– im Übrigen	47	32	134
Kap Verde	30	20	105
Kasachstan	45	30	111
Katar	56	37	149
Kenia	51	34	219
Kirgisistan	27	18	74
Kolumbien	46	31	115
Kongo, Republik	62	41	215
Kongo, Demokratische Republik	70	47	190

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
Korea, Demokratische Volksrepublik	28	19	92
Korea, Republik	48	32	108
Kosovo	24	16	71
Kroatien	35	24	107
Kuba	46	31	228
Kuwait	56	37	241
Laos	33	22	96
Lesotho	28	19	104
Lettland	35	24	76
Libanon	59	40	123
Libyen	63	42	135
Liechtenstein	56	37	190
Litauen	26	17	109
Luxemburg	63	42	139
Madagaskar	34	23	87
Malawi	41	28	109
Malaysia	36	24	86
Malediven	52	35	170
Mali	38	25	120
Malta	46	31	114
Marokko	42	28	129
Marshall Inseln	63	42	102
Mauretanien	35	24	86
Mauritius	54	36	220
Mazedonien	29	20	95
Mexiko	48	32	177
Moldau, Republik	26	17	73
Monaco	52	35	187
Mongolei	27	18	92
Montenegro	32	21	85
Mosambik	38	25	146
Myanmar	35	24	155
Namibia	30	20	112
Nepal	36	24	126
Neuseeland	56	37	153
Nicaragua	46	31	105

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
Niederlande	47	32	122
Niger	42	28	131
Nigeria	46	31	182
Nordmazedonien	27	18	89
Norwegen	80	53	182
Österreich	40	27	108
Oman	64	43	141
Pakistan			
– Islamabad	23	16	238
– im Übrigen	34	23	122
Palau	51	34	179
Panama	41	28	82
Papua-Neuguinea	59	40	159
Paraguay	38	25	108
Peru	34	23	143
Philippinen	33	22	116
Polen			
– Breslau	33	22	117
– Danzig	30	20	84
– Krakau	27	18	86
– Warschau	29	20	109
– im Übrigen	29	20	60
Portugal	32	21	111
Ruanda	44	29	117
Rumänien			
– Bukarest	32	21	92
– im Übrigen	27	18	89
Russische Föderation			
– Jekaterinburg	28	19	84
– Moskau	30	20	110
– St. Petersburg	26	17	114
– im Übrigen	24	16	58
Sambia	38	25	105
Samoa	39	26	105
San Marino	34	23	79
São Tomé – Príncipe	47	32	80
Saudi-Arabien			
– Djidda	57	38	181

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
– Riad	56	37	186
– im Übrigen	56	37	181
Schweden	66	44	140
Schweiz			
– Genf	66	44	186
– im Übrigen	64	43	180
Senegal	42	28	190
Serbien	27	18	97
Sierra Leone	48	32	161
Simbabwe	45	30	140
Singapur	54	36	197
Slowakische Republik	33	22	121
Slowenien	38	25	126
Spanien			
– Barcelona	34	23	118
– Kanarische Inseln	40	27	115
– Madrid	40	27	118
– Palma de Mallorca	35	24	121
– im Übrigen	34	23	115
Sri Lanka	42	28	100
Sudan	33	22	195
Südafrika			
– Kapstadt	33	22	130
– Johannesburg	36	24	129
– im Übrigen	29	20	109
Südsudan	34	23	150
Syrien	38	25	140
Tadschikistan	27	18	118
Taiwan	46	31	143
Tansania	44	29	97
Thailand	38	25	110
Togo	39	26	118
Tonga	39	26	94
Trinidad und Tobago	45	30	177
Tschad	64	43	163
Tschechische Republik	32	21	77
Türkei			

Country	Lump-sum amounts for additional meal expenses		Lump-sum amount for overnight accommodation expenses
	For a duration of absence of at least 24 hours per calendar day	For the day of arrival and departure and for a duration of absence of more than 8 hours per calendar day	
	€	€	
– Istanbul	26	17	120
– Izmir	29	20	55
– im Übrigen	17	12	95
Tunesien	40	27	115
Turkmenistan	33	22	108
Uganda	41	28	143
Ukraine	26	17	98
Ungarn	32	21	85
Uruguay	48	32	90
Usbekistan	34	23	104
Vatikanstaat	52	35	160
Venezuela	45	30	127
Vereinigte Arabische Emirate	65	44	156
Vereinigte Staaten von Amerika (USA)			
– Atlanta	77	52	182
– Boston	63	42	333
– Chicago	65	44	233
– Houston	62	41	204
– Los Angeles	64	43	262
– Miami	65	44	256
– New York City	66	44	308
– San Francisco	59	40	327
– Washington, D. C.	66	44	203
– im Übrigen	59	40	182
Vereinigtes Königreich von Großbritannien und Nordirland			
– London	66	44	163
– im Übrigen	52	35	99
Vietnam	41	28	86
Weißrussland	20	13	98
Zentralafrikanische Republik	46	31	74
Zypern	42	28	125

Practical note:

For trips abroad to other European countries, an A1 must always be requested from the statutory health insurance company or, depending on the insurance status, from the relevant authority. The application can be done electronically since 01.01.2018.