Global Template Configuration

Belgium

SAP Concur

Last Updated: June 2019
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Notes / Comments</th>
</tr>
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<tbody>
<tr>
<td>25-Jun-2019</td>
<td>Updated Personal Car Mileage Rate</td>
</tr>
<tr>
<td>13-Aug-2018</td>
<td>Updated Personal Car Mileage Rate</td>
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Disclaimer

The Concur Global Template consists of Expense configurations designed to support the most commonly known configuration and statutory requirements for supporting T&E best practices. The system includes support for specific statutory requirements based on our understanding of “common interpretation” gathered from our experience of in-country legislation through the deployment of Concur into this market. The Country Template represented in this guide is intended to provide customers with a starting point to aid in the deployment of their T&E solution, and should in no way be construed as tax or compliance advice for your business. The template configuration may need to be adjusted to match the requirements of your business, and any legal or statutory requirements should be confirmed with your company’s tax accounting and/or compliance departments before being authorized for configuration into your Concur Expense system.

Updates

Rates and/or regulatory requirements provided as part of the Templates are not guaranteed to be up to date, so any information provided should always be verified by the customer against the current government regulations. Updates are applied through on-going partnership with in-country Concur product marketing teams, liaison with implementing customers, and through collaboration across the various Concur implementation teams deploying in these countries.

The timing of updates can vary by country and feature. For example, certain countries provide regular annual updates to statutory travel allowance and mileage rates, while the rates in other countries are less frequently updated. VAT rate updates are typically less frequent or predictable and can occur at any time and are quite often dependent on broader economic situations. Tax authorities do however typically provide advanced warning where VAT rate or rule changes come into effect to allow businesses time to prepare.

Every effort is made to ensure that where updates are known to Concur that these are applied to the latest version of the template in a timely fashion. Where updates have been applied these will be reflected in any available template documentation.
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Best Practice VAT Configuration Options

VAT Considerations

The intention is to pre-configure the VAT within the Template environment using pre-configured elements to support the statutory VAT requirements in Belgium. This will assist with ensuring that users enter the correct information before auditing to ensure compliance with the tax regulations for reclaiming VAT.

Concur will provide recommended best practices for configuring the environment for Belgium based on the following model:

- Best Practice configuration options - specific data entry fields and audit rules (where applicable) to control compliance before the expense claim is audited or processed
- 3 Receipt Types (Tax Receipt, Receipt and No Receipt)
Expense Types with Special VAT Handling

Special VAT conditions and data entry requirements for which we include special pre-configured tax handling in the template system

Airfare

VAT is only applicable on Airfare expenses where the destination is domestic and the ticket is purchased within Belgium. Even if the City of Purchase selected by the user is within Belgium, if the trip is overseas (International) then no VAT is applied. In order to assist in providing the necessary information to calculate VAT on Airfare the user will be required to select from the following options in a drop-down field:

- Domestic Trip
- International (No VAT)

Based on the selection of the value the system will calculate the VAT. Based on the selection of the Receipt Status the system will calculate whether the VAT is reclaimable.

Train & Public Transport

Train and Public Transport expenses have the Reduced 6% VAT applied however companies can reclaim the VAT on all types of receipts irrespective of whether these include VAT information. These expense types will be setup in a separate VAT Group to allow VAT to be reclaimed where the Receipt Status is either Tax Receipt or Receipt.

50% Reclaimable Expenses

Vehicle expenses have the Standard 21% VAT applied however this is only 50% is reclaimable. The following expense types will be setup in a separate VAT Group which sets the reclaim to 50% when a Tax Receipt is selected.

- Car Maintenance/Repairs
- Car Rental
- Fuel
Non-Reclaimable Expenses

Gifts, Entertainment and Laundry expenses have the Standard 21% VAT applied however these are non-reclaimable. These expense types will be setup in a separate VAT Group which sets the reclaim to 0% irrespective of the Receipt Type is selected.

- Entertainment - Clients
- Entertainment - Staff
- Gifts/Awards - Staff
- Gifts - Clients
- Laundry

Individual Meals

To support the requirement for VAT rates applicable to certain supplies of food and beverages in restaurants, as take-away or as part of the supply of accommodation, the following configuration applies:

The following expense types include the ability for the user to declare whether the expense was subject to On-Site Consumption.Restaurant Meals (12% Reduced Rate) or Take Away (6% Reduced Rate):

- Lunch
- Dinner
- Individual Meals

The following expense types include the ability for the user to declare whether the expense was subject to On-Site Consumption.Restaurant Meals (12% Reduced Rate) or Take Away/Supplied in a Hotel (6% Reduced Rate):

- Breakfast

NOTE: See Exclusions for Non-Alcoholic Beverages
Expense Types without Special Handling

**Standard 21%**
- Alcoholic Beverages
- Courier/Shipping/Freight
- Marketing/Promotional Costs
- Mobile Phone
- Office Equipment/Hardware
- Office Supplies/Software
- Online Fees
- Parking
- Printing/Photocopying/Stationery
- Professional Subscriptions
- Seminar/Course Fees
- Taxi
- Telephone/Fax
- Tolls/Road Charges
- Tuition Reimbursement

**Reduced 6%**
- Hotel

**Zero/Exempt 0%**
- Airline Fees
- Bank Fees
- Currency Exchange Fees
- Fixed Meals
- Miscellaneous
- Newspapers/Magazines/Books
- Passports/Visa Fees
- Personal Car Mileage
- Postage
- Tips/Gratuities
**Exclusions**
Special VAT conditions for which we do not include special tax handling conditions:

**Gifts/Awards (Staff and Clients)**
Gifts and Awards have the Standard 21% VAT applied however VAT is only reclaimable based on a limit of 50 EUR per person, per year. Due to the complexity in tracking this limit on an annual basis these expense types have been assigned to a VAT Group which sets the reclaim to 0%.

*NOTE: If customers wish to reclaim VAT for these annual limits this will require working with your Concur Implementation Consultant to scope the additional configuration work required.*

**Car Maintenance/Repairs**
This expense type is configured to reclaim 100% based on the Standard 21% rate of VAT. Please note that this does not take into account Insurance and MOT charges, which are not subject to VAT in Belgium.

*NOTE: If customers wish to track Insurance and MOT charges separately this will require working with your Concur Implementation Consultant to scope the additional configuration work required.*

**Non-Alcoholic Beverages**
Non-Alcoholic Beverages are typically subject to the 21% Rate in restaurants, however as these are typically incorporated within Individual Meals these will be subject to the lower 12% Tax Rate.

*NOTE: If customers wish to track Non-Alcoholic Beverages separately this will require working with your Concur Implementation Consultant to scope the additional configuration work required.*
Expense Types Not Activated

The following are a list of standard Expense Types not activated for Belgium:

- Company Car Mileage
- Ex Pat Expenses
- Fixed Lodging
- Medical fees
- Non Reimbursable Expense
- Relocation Expenses

Customers who wish to activate these expense types must request this via their Readiness Consultant or Implementation Project Manager.
Travel Allowance

Common Practice

Belgium requires the use of their published per diem amounts for all government employees or assimilated personnel. Companies can choose to follow these fiscal rules. If they use other methods, they have to defend their point of view so some negotiation with the tax authorities is often required.

All types of compensation are seen in practice. Typically, a combination of the following is used:

- Meals allowance (includes individual breakfast, lunch, dinner, and incidental) limits per day
- Combined total for meals and incidental expenses per day
- Lodging allowance per day

There are three primary methods for applying travel allowances to expenses. The company does one of these:

- Pays the traveller a fixed daily amount without regard to actual costs incurred
- Reimburses the traveller actual costs incurred up to but not beyond the allowance
- Reimburses the traveller for their actual costs but apportions the expenses to different GL codes based on whether that portion is above or below the allowance limit

The rates for travel allowances are set based on the category of employee. These categories roughly break down into lower employees, medium level employees, and high level employees.

Concur does allow the ability to configure the system to support the most common interpretation of Belgium Travel Allowance, however as it most typically deployed only for government employees this is not pre-configured as part of the Global Template. Common practice in Belgium for Non-Government organizations is to allow employees to claim actual expenses for Meals and Lodging, or implement company-specific rules and logic for handling daily allowances.

**NOTE:** If customers wish to deploy either the standard Belgium Travel Allowance solution, or investigate support for a Company Specific Travel Allowance, this will require working with your Concur Implementation Consultant to scope the additional configuration work required.

[Click here to access the Belgium Travel Allowance Guide](#)
Mileage Rates

Personal Car Mileage

Personal Car Mileage in Belgium is pre-configured with the following rates:

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Rate Per KM</th>
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<tbody>
<tr>
<td>Personal Car</td>
<td>0.3653 EUR</td>
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Update as of July 1\textsuperscript{st} 2019

Company Car Mileage

No statutory Company Car Mileage rates are configured as part of the Template for Belgium.