



Grant Thornton

An instinct for growth™



Domestic
and foreign
Business trips



Settlement
form



Web tools



Mobile
application

Business trips

Grant Thornton Practical Guide and Tools

March 2018





Settlement of business trips is a complex process, which triggers numerous questions and issues that require awareness of the law provisions defined in the Regulation of Minister of Labour and Social Policy of 29 January 2013 on entitlements of employees engaged in a state or self-government unit of a state-budget entity regarding expenses incurred during business trips.

A handwritten signature in black ink, reading 'Michalak', with a large, stylized initial 'M'.

Agnieszka Michalak

Senior Manager
Leader The Center of Excellence
of the Outsourcing Department
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Business trips

Definition

Act of 26 June 1974 According to the Labour Code: “An employee, who performs business tasks delegated by the employer, outside of the town of location of the employer’s seat or outside of the regular place of work shall be entitled to compensation of costs related to the business trips”.

A business trip occurs when the given task is to be performed outside of the town of location of the employer’s seat or regular place of work.

The basis of a business trip is a business trip delegation, which defines the task, date and place of executing such task. The task must be specified, it cannot be of a general nature. This means that performance of business tasks in various towns by an employee, whose nature of work requires that the work be performed in such towns will not be considered a business trip.



Business trips

Domestic and foreign

Business trips are divided into domestic and foreign business trips. To correctly settle expenses, one must have knowledge not only of the amount of business trip allowances and flat rates for individual countries, as well deductions that depend on many factors, but also of numerous other issues discussed in the Regulation.

Domestic business trip

Commences once the employee leaves the town defined as the starting point, and ends upon entering the town indicated by the employer and the ending point.

Foreign business trip

Commences depending on the mean of communication:

By land: Upon crossing the Polish border on the way abroad, until crossing the Polish border on the way back.

By air: From the start of the airplane on the way abroad, until landing on the way back at the first airport in the home country.

By sea: From the moment the ship leaves the last Polish port until the ship enters the first Polish port on the way back.



Business trips



Defining duration
of the trip



Costs
of transport

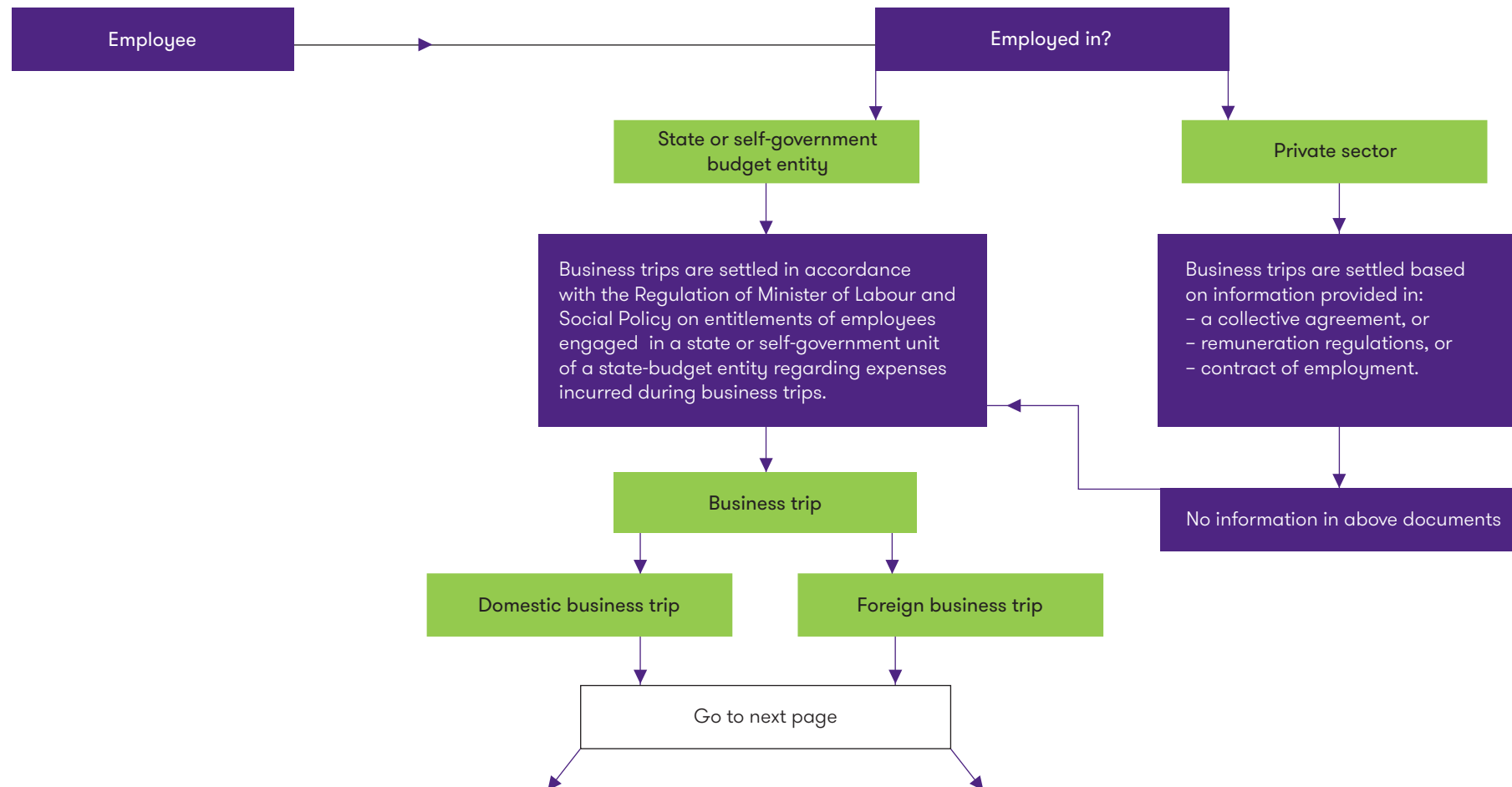


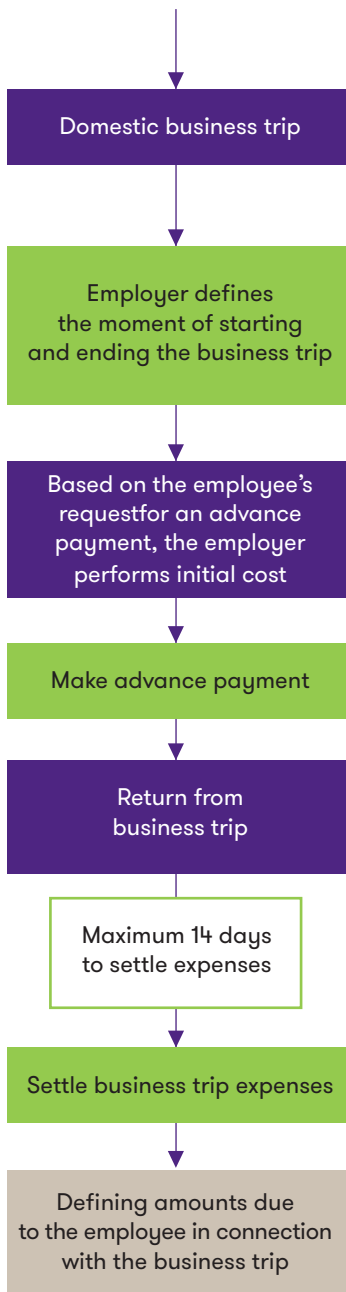
Costs of
accommodation



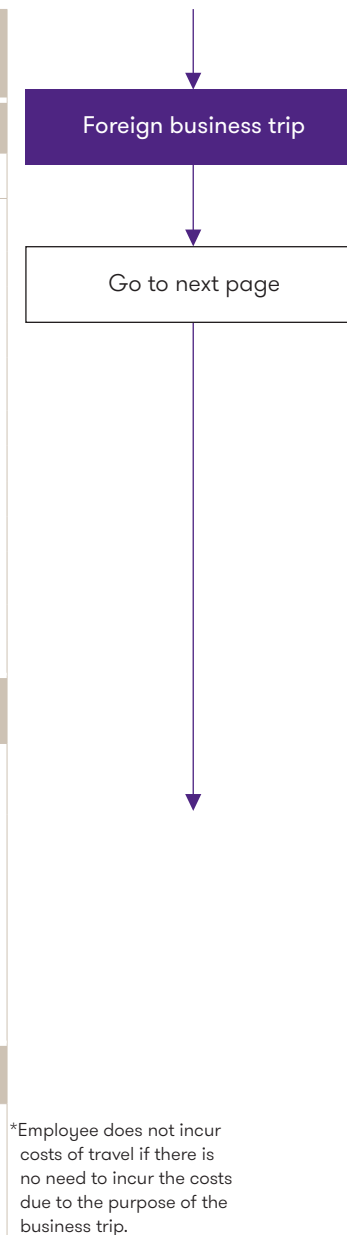
Allowance

Procedure of settling business trip expenses

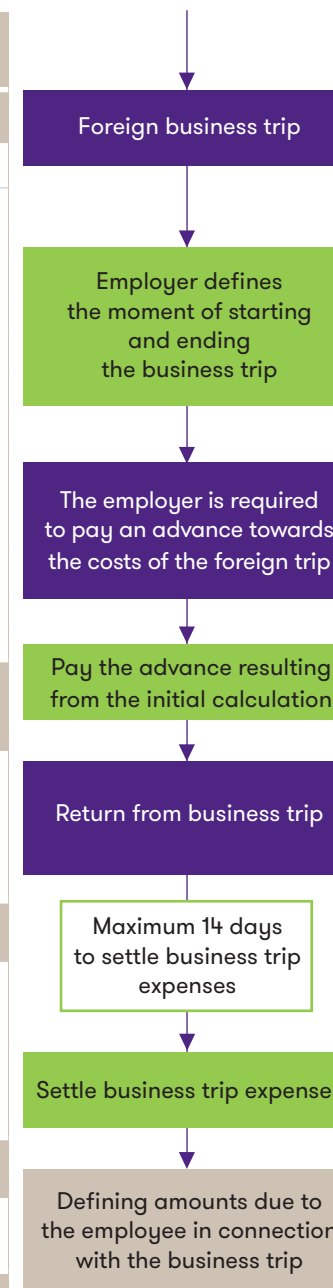




Amounts due to the employee in connection with domestic or foreign business trip			
Allowance	Duration of domestic business trip	Amount of allowance	Reductions of allowance
	PLN 30 for 24 hours on trip		
	Trip lasts less than 24 hours:		Every meal reduced the allowance as follows: breakfast – 25% of full allowance, lunch – 50% of full allowance, dinner – 25% of full allowance
	Less than 8 hours	none	
	8 to 12 hours	50% of allowance	
	Over 12 hours	100% of allowance	
	Trip lasts longer than 24 hours:		
	Every 24 hours	100% of allowance	
	For each commenced 24 hours"		
	Up to 8 hours	50% of allowance	
	Over 8 hours	100% of allowance	
	If the employee received allowance for meals in the amount of:		
	amount due > due allowance	amount due < due allowance	
	no allowance	Compensation up the amount of due allowance	
Costs of accommodation	Employer ensures accommodation	Employee presents invoice	Employer does not ensure accommodation /Employee does not present invoice
	No allowance due	In the amount as per invoice – within the limit < PLN 600	Flat fee of 150% of the allowance, if accommodation needed for at least 6 h between 21h00 and 7h00 (flat fee not due for time of travel, if the employer decides that the employee is able to return to the place of his/her temporary or permanent residence)
		In the amount of the invoice, exceeding the limit only in justified cased upon the employer's consent (reimbursement of costs of accommodation is not due for the duration of travel and if the employer decides that the employee is able to return to the place of his /her temporary or permanent residence)	
Costs of transport using means of local communication	Reimbursement of incurred costs	Flat fee	Employee does not incur costs of travel
	In the amount confirmed on the ticket for the ride or another document presenting the amount of expenses incurred on the given mean of transport.	20% of allowance for each commenced period of 24hrs (only if there are no invoices and the cost had to be incurred)	Flat rate not applicable*



Amounts due to the employee in connection with a foreign business trip				
Allowance	Duration of foreign business trip		Amount of allowance	Reductions of allowance
	Amount of allowance for 24hrs of business trip – depending on the target country			
	Allowances for each full day of trip:			Every meal reduced the allowance as follows: breakfast – 15% of full allowance lunch – 30% of full allowance dinner – 30% of full allowance
	100% of allowance			
	For each partial day of trip:			
	Up to 8 hours	1/3 of allowance		
	8 to 12 hours	50% of allowance		
	Over 12 hours	100% of allowance		
	Employees received full board free of charge			
	25% of allowance			
	Hospitalization during a business trip			
	Every 24 hours	25% of allowance		
	If the employee received allowance for meals in the amount of:			
	amount due > due allowance	amount due < due allowance		
	no allowance	Compensation up the amount of due allowance		
Costs of accommodation	Employer or foreign party ensures accommodation		Employee presents invoice	
	No allowance due	In the amount as per invoice – within the limit in individual countries		Flat rate in the amount of 25% of the limit defined for the given country (the flat rate does not apply for the duration of the travel)
		In the amount of the invoice, exceeding the limit only in justified cases upon the employer's consent		
Costs of travel from and to a railway station, bus station, airport or sea port	Flat fee			
	Both ways – in the amount of one allowance at the target town abroad, and in every other town abroad, where the employee used accommodation	If the employee covers the cost one way – flat rate of 50% of the allowance		Flat rate is not due, if the employee: – travels in a business car or own car, motorcycle or bicycle – has free travel ensured – does not incur the costs, for which flat rate is provided
Costs of transport using means of local communication	Flat fee			
	10% of allowance for each commenced day			



Amounts due to the employee in connection with a domestic and foreign business trip

Costs of travel in a vehicle other than the employer's vehicle. Driver's logbook

On the employee's request, the employer may grant consent for a travel in a passenger car, motorcycle or moped, not owned by the employer, during a domestic or foreign business trip. The employee is entitled to reimbursement of costs of travel in the amount constituting the product of kilometre travelled and the rate for 1 kilometre as determined by the employer, which cannot be higher than:

Rate per 1 km of mileage for a passenger car:

with cylinder capacity up to 900 cm³ – PLN 0.5214

with cylinder capacity above to 900 cm³ – PLN 0.8358

Rate per 1 km of mileage for a motorcycle – PLN 0.2302

Rate per 1 km of mileage for a moped – PLN 0.1382

The amount of reimbursement is calculated by way of multiplying the number of travelled kilometres (actual mileage) and the rate per 1 km of mileage defined in the Regulation

Documenting the mileage

Driver's logbook

		No.	Plate number	Car user - first name	Car user - last name	Car user - address	Vehicle type	Departure - city	Departure - date	Arrival - city	Arrival - date	Business trip purpose	Engine capacity [cm3]	Total distance [km]	Mileage rate for 1 km	Amount	Currency	Country
		1															PLN	
SUM																		

Other essential expenses

Other essential expenses related with a domestic or foreign business trip, approved or agreed by the employer, will be reimbursed to the employee in documented amounts.

Such expenses include:

- fees for luggage,
- motorway tolls,
- parking in a paid parking zone,
- parking places,
- office supplies,
- groceries,
- air tickets,
- meeting organization costs.

Business trips

Grant Thornton solutions, supporting the process of settlement of expenses

We prepared a tool, which allows improving and shortening the time dedicated to settlements of business trip expenses thanks to full automation of the process.

We provide you with the following:

- instructions with definitions, rates and other most important aspects of the Regulation relating to business trips,
- user manual, which will lead you through the entire process step by step.



Business trips

Web tools

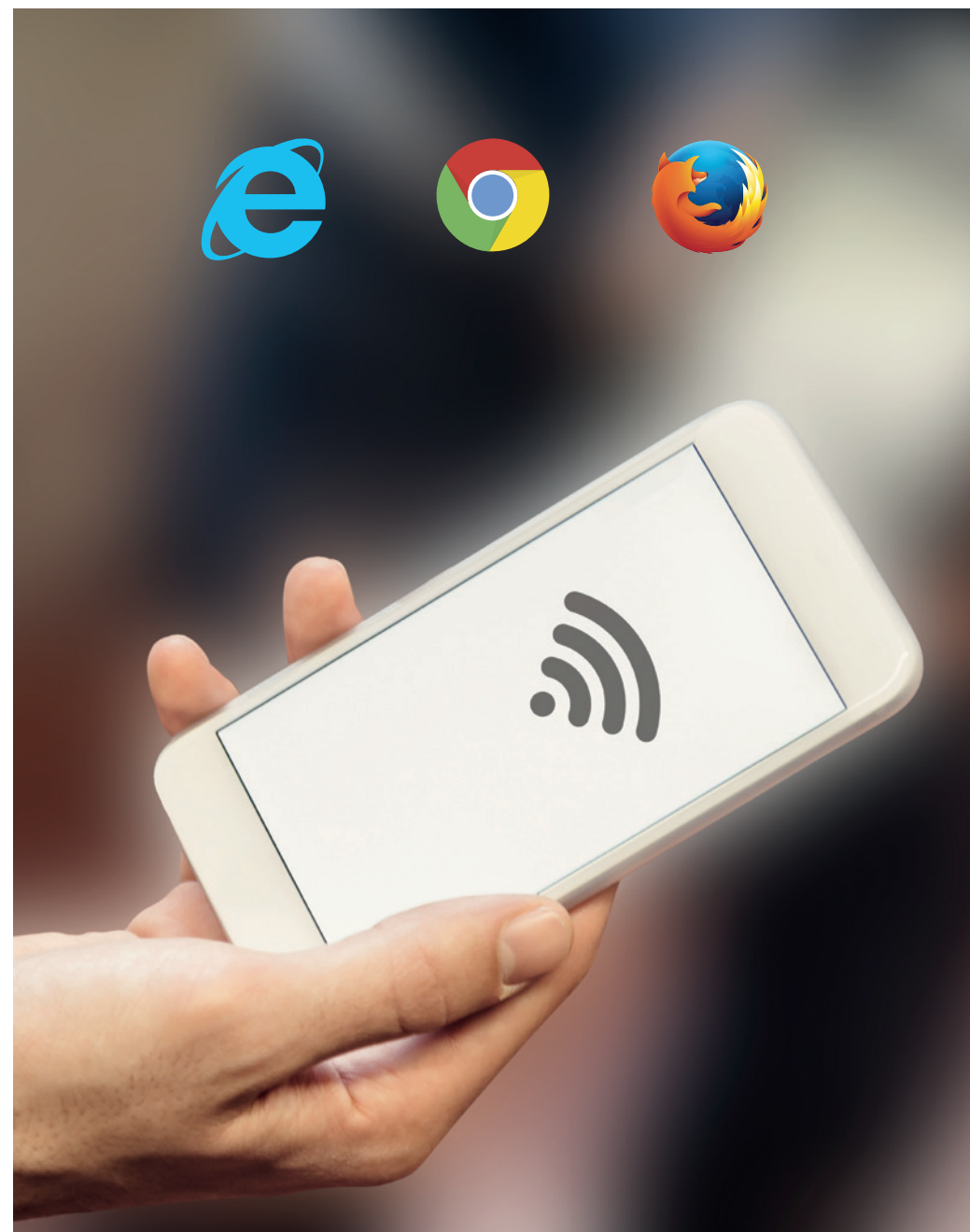
The programme is a web tool, which means that the process is conducted through a web browser, without the need to install software on the computer. Such solution allows not only using the tool at any place, but also to automatically update the programme. The only thing you need is access to the Internet.

The tool is compatible with the following web browsers:

- Internet Explorer version 11,
- Chrome in current version,
- Firefox in current version,

and is available in two language versions:

- Polish,
- English.



Business trips

Mobile application

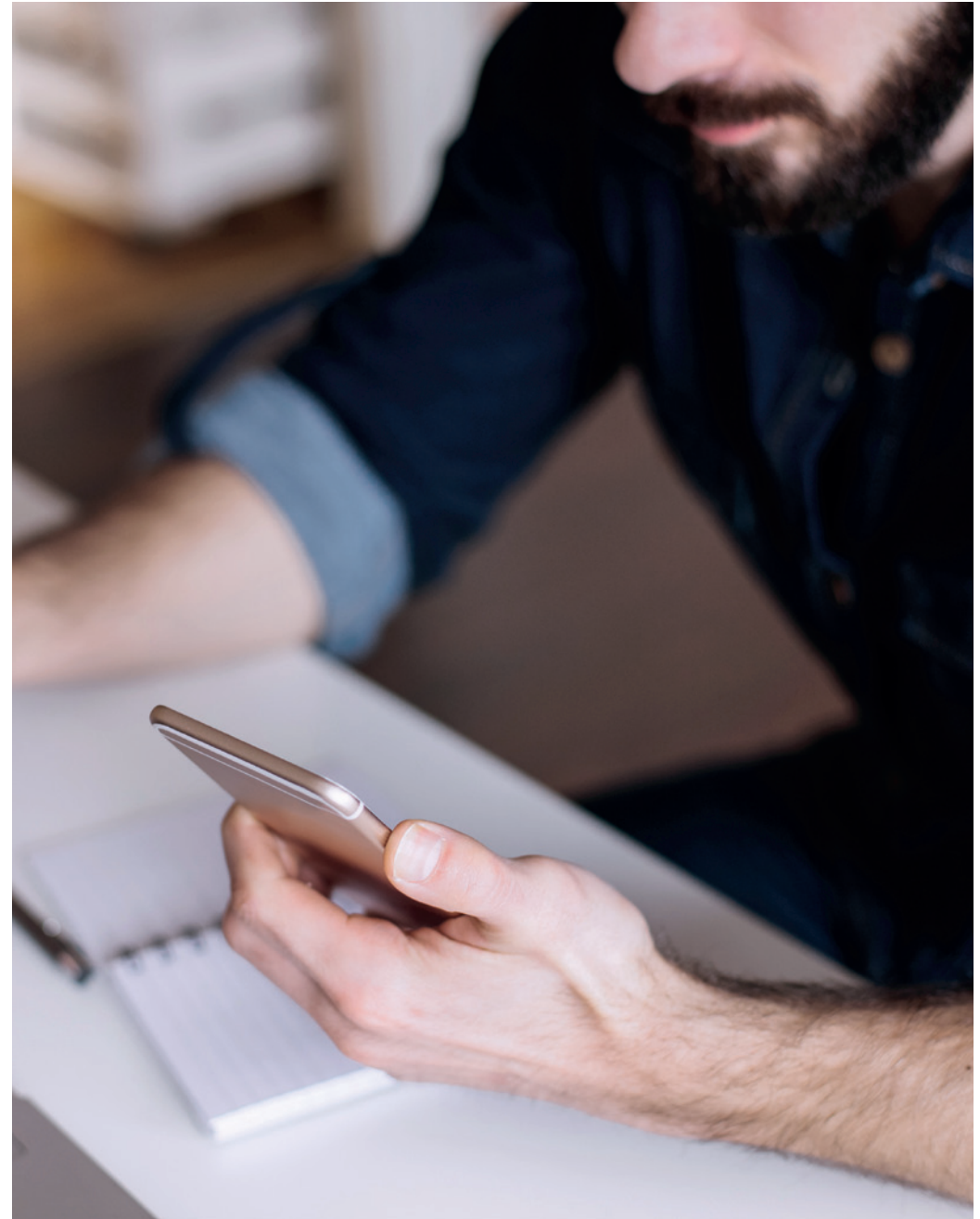
The application operates on mobile devices such as tablets or smartphones operating on Android and iOS.

Our innovative tool allows:

- completing a business trip request form,
- approval of a business trip request form,
- approval of business trip settlements,
- taking a photograph of e.g. an invoice and forwarding it to the business trip programme; after logging in, you can easily attach the document to the relevant settlement form.

The application is supported by the following software:

- Android version 4.4 and higher,
- iOS version 9.3. and higher.



Business trips

How does the programme work?

Our tool is very simple and intuitive.

The user completing an business trip settlement enters the following information:

- purpose of the trip,
- type of trip (domestic, foreign, domestic-foreign),
- target country/countries and town/towns,
- means of transport,
- dates and times of start and end of the business trip,
- time of crossing the border, based on which the system will make relevant calculations.

Business trip form number:

Person on business trip:

Jan Kowalski

Person to authorise business trip form:

Business trip purpose:

Test 2 DEL_2

Travel type:

Foreign

Country:

Germany

Destination:

Berlin

Means of transport:

Airplane

Start date:

2017-05-15

End date:

2017-05-20

Additional information:

Settlement of travel

Travel settlement :

	No.	Departure - city	Departure - date	Departure - time	Arrival - city	Arrival - date	Arrival - time	Means of transport	Country
	1	Poznań	2017-05-15	10:00	Berlin	2017-05-15	12:00	Airplane	Germany
	2	Berlin	2017-05-20	17:30	Poznań	2017-05-20	19:30	Airplane	Germany

Advance

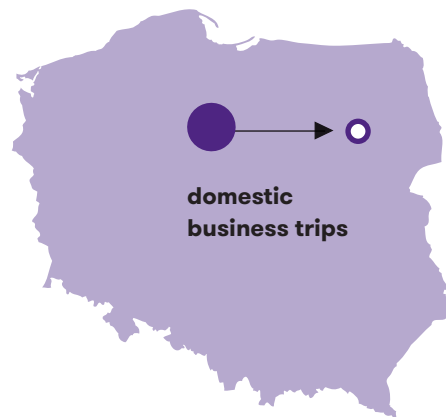
Advance :

	No.	Amount	Currency	Date
	1	600,00	EUR	2017-05-10

Business trips

What the programme offers

The programme facilitates settlements of:



Business trips



Automatic calculation of costs



Automatic attachment of documents



Synchronization with accounting and payroll systems



Email notifications

Advantages

- intuitive and easy to use thanks to moving straight down to next items,
- automatic calculation of flat rates for hotels, travel and allowances, at applicable rates,
- automatic calculation of deductions from allowances for hospitalization,
- automatic calculation of deductions from allowances in case of meals ensured by the employer,
- automatic calculation of reimbursement for using own vehicle,
- possibility of attaching invoices and other documents being the basis of reimbursement,
- automatic update of foreign exchange rates,
- possibility of printing the expense report,
- possibility to set individual allowances and flat rates depending on the company's policy,
- business trip settlement approval path,
- email notifications about the status of the settlement,
- possibility to generate and export reports to the Excel programme i.e.:
 - business trips – process stages
 - business trips reimbursed / for reimbursement
 - business trips and requests
 - business trips and requests for approval
 - excess amounts for taxation
- synchronization with internal accounting and payroll systems: Softlab, MS Dynamics Axapta 2012, AX People module:
 - automatic assignment of the settlement,
 - automatic update of employee data,
 - automatic update of company hierarchy,
 - automatic update of bookkeeping accounts
 - automatic update of cost centres.



As experts, we are aware that settlement of business trips is a complex process that raises many doubts. We hope that this presentation demonstrated that our innovative tool is ready to support your process of business trip settlements.



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