

# Concur Expense: Taxation

## Setup Guide for Standard Edition

**Last Revised: July 15, 2022**

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☐ Professional/Premium edition
  - ☒ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition

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# Revision History

Date	Notes/Comments/Changes
September 17, 2022	Removed Section 2: Two User Interfaces for Concur Expense End Users. Minor edits.
July 14, 2022	Updated references to Sage to Sage Intacct.
April 21, 2022	Removed content about Recaptured Input Tax Credit (RITC).
April 15, 2022	Added information about the existing UI and NextGen UI; made modifications throughout; cover revision date updated
December 16, 2021	Updated instructions for <b>Product Settings</b> page
January 21, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
September 10, 2020	Fixed a typo.
September 9, 2020	Added references to Sage Intacct and Xero accounting to the procedure on page 8.
April 16, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 10, 2019	Updated the copyright; no other changes; cover date not updated
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
March 17, 2018	Added <i>UK VAT Reclamation for Mileage Expenses</i> section. This information is clarification of the existing feature. The functionality has not changed.
November 4 2017	Updated guide to include new <b>Product Settings</b> page, which replaces the Setup Wizard.
April 25 2017	Added information about mapping VAT tax codes for QuickBooks Online clients.
March 18 2017	Updated with menu option name change to access Setup Wizard.
January 10 2017	Added a note to the section <i>View VAT Configuration</i> to clarify that a single expense can be influenced by a maximum of two tax authorities.
December 15 2016	Changed copyright; no other content changes.
October 18 2016	Updated Taxation – VAT Tracking graphics for Canada to show the new HST tax rates for Prince Edward Island.

Date	Notes/Comments/Changes
July 8 2016	Updated Taxation – VAT Tracking graphics for Canada to show the new HST tax rates for New Brunswick and Newfoundland and Labrador.
June 17 2016	Updated Taxation – VAT Tracking graphic for the United Kingdom to reflect changes to the information displayed in the Tax Rate column.
March 18 2016	Updated existing graphics to show new Canada XF Standard rate type.
December 2015	Updated the Canadian section for activated tax groups to reflect the splitting of HST – NB NL into two new groups: NB and NL.
November 20 2015	Updated graphics to reflect updated step names and instructional text where applicable.
March 13 2015	Added details to the VAT Basics and Canada-specific sections
February 6 2015	Updated the screen shots to the enhanced UI Removed information about two user interfaces; no other content changes
September 16 2014	Added information about two user interfaces; no other content changes
July 11 2014	Removed the step for selecting and modifying the Effective Date for a tax group. This functionality is not available in Expense for Concur Standard Edition.
May 16 2014	New document. (This content originated from the <i>Expense Setup Guide for Concur Standard</i> .)

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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.



# Taxation

This page of Product Settings is visible only when enabled by SAP.

## Section 1: Overview

The **Taxation** page of Product Settings allows you to activate (or deactivate) Value-Added Tax (VAT) and select which expense types to place in the standard tax groups in SAP Concur. Once activated, you can view the VAT configuration available for a selected country and modify the expense types. After which SAP Concur collects line item information about the tax and reclaim amounts. Fringe Benefits Tax configuration is also accomplished in this portion of Product Settings for those countries that require it. Taxation information is included in the transaction file from SAP Concur that can be used in your financial systems.

**NOTE:** This page only appears if your company is implemented in a VAT collecting country.

In this product, the term "VAT" is used though most countries use terms other than VAT. For example, the French term is Taxe sur la Valeur Ajoutée (TVA), the German term is Mehrwertsteuer (MwST), and the Italian term is Imposta sul Valore Aggiunto (IVA), and so on. SAP Concur provides a standard VAT tracking configuration for the appropriate tax authorities for your country.

**Expense & Invoice Settings > Taxation - VAT Tracking**

**Taxation - VAT Tracking**

If you want Concur to calculate value added tax, select the country and click **Activate**. If you created a custom expense type, click **View** and modify a tax group to include that expense type.

**1 Taxation 2 Fringe Benefits**

**Activate Deactivate**

Country	Tax Authority	Province	Rate Type	Tax Rate	Tax Groups	Active
AUSTRALIA	Australia GST		Exempt/Zero Standard	0% 10%	<a href="#">View</a>	Inactive
CANADA	Canada - GST	Alberta British Columbia Manitoba Northwest Territories Nunavut Prince Edward Island Quebec Saskatchewan Yukon Territory	Zero / Exempt / ... Standard Hotel XF Standard	0% 5% 100% 5% 0.03846154	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NB	New Brunswick	Zero / Exempt / ... Standard Hotel XF Standard	0% 15% 100% 15% 0.12280702	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NL	Newfoundland and Labrador	Zero / Exempt / ... Standard Hotel XF Standard	0% 15% 100% 15% 0.12280702	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NS	Nova Scotia	Zero / Exempt / ... Standard Hotel XF Standard	0% 15% 100% 15% 0.12280702	<a href="#">View</a>	Inactive
CANADA	Canada - HST - ON	Ontario	Zero / Exempt / ... Standard Hotel XF Standard	0% 13% 100% 13% 0.10714286	<a href="#">View</a>	Inactive

### Example

Your country uses VAT and you need to track your employee's VAT amounts. Select the tax authority and click **View** to see the tax configuration information. The default expense types are organized into the available tax groups. Take a close look at these, as your company's definition of the expense type might lead to different needs, and check with your tax advisor to ensure that your tax needs match with the tax groups. Once you have completed this review, select the tax authority and click **Activate**.

Once you have activated the tax authority you can click **View** under **Tax Groups** to move expense types from one tax group to another, and to add your custom expense types to the right tax group.

## Fringe Benefits Tax

Countries that collect fringe benefits tax, such as Australia, also see the **Fringe Benefits** tab in **Taxation**. This page allows you to configure the fringe benefits for every expense type/attendee type combination. SAP Concur provides a best practice configuration that the administrator can modify to fit your business needs. The Fringe Benefits step becomes available after you have activated a VAT configuration.

The Fringe Benefits Tax (FBT) feature in SAP Concur Expense extracts the taxable portion of the expense from expense reports to the company's accounting system. The feature does not calculate the tax; rather it provides the necessary information to the accounting system so that the tax can be appropriately tracked and processed with all other FBT-taxable expenses.

FBT is calculated after the processor approves the report. At that time, the FBT configuration is applied to the report to split applicable expenses into the different amounts by attendee type as required.



Currently, Australia and New Zealand require that companies pay FBT on certain kinds of expenses that employees claim. For example, when an employee takes a business guest to lunch and expenses the meal, the meal becomes a fringe benefit to the employee and may be taxed.

Expense & Invoice Settings > Taxation - VAT Tracking

## Taxation - VAT Tracking

If you want Concur to calculate value added tax, select the country and click **Activate**. If you created a custom expense type, click **View** and modify a tax group to include that

1 Taxation 2 Fringe Benefits

New Save Remove

Expense Type	Attendee Type	Attendee Status	Foreign or Domestic	Account Code	Reclaim Code	Reset Reclaim Amo...
Staff Awards/Incentives	Business Guest	Not Traveling/Not Ap...	Foreign	FB2		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Business Guest	Not Traveling/Not Ap...	Domestic	FB2		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Spouse	Not Traveling/Not Ap...	Foreign	FB5		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Spouse	Not Traveling/Not Ap...	Domestic	FB5	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Associate	Not Traveling/Not Ap...	Foreign	FB1		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Associate	Not Traveling/Not Ap...	Domestic	FB1	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Employee	Not Traveling/Not Ap...	Foreign	FB3		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Employee	Traveling	Foreign	FB4		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Employee	Not Traveling/Not Ap...	Domestic	FB3	FB6	<input type="checkbox"/>

## Section 2: Configuration

### Configure Taxation

#### Access the Taxation – VAT Tracking Page

► **To access the Taxation – VAT Tracking page:**

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.

SAP Concur Administration

Expense & Invoice Settings Travel Settings Company

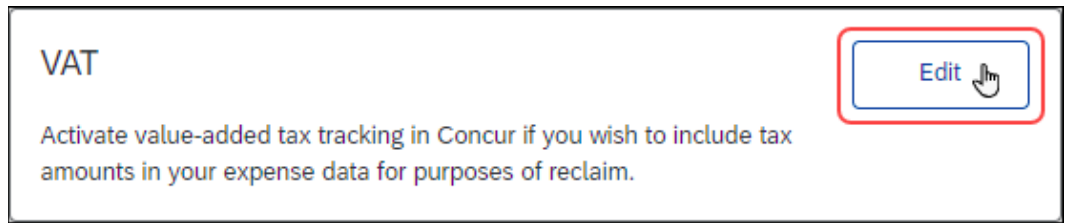
Settings

Deployment Toolkit  
Resources for rolling SAP Concur out to your company.

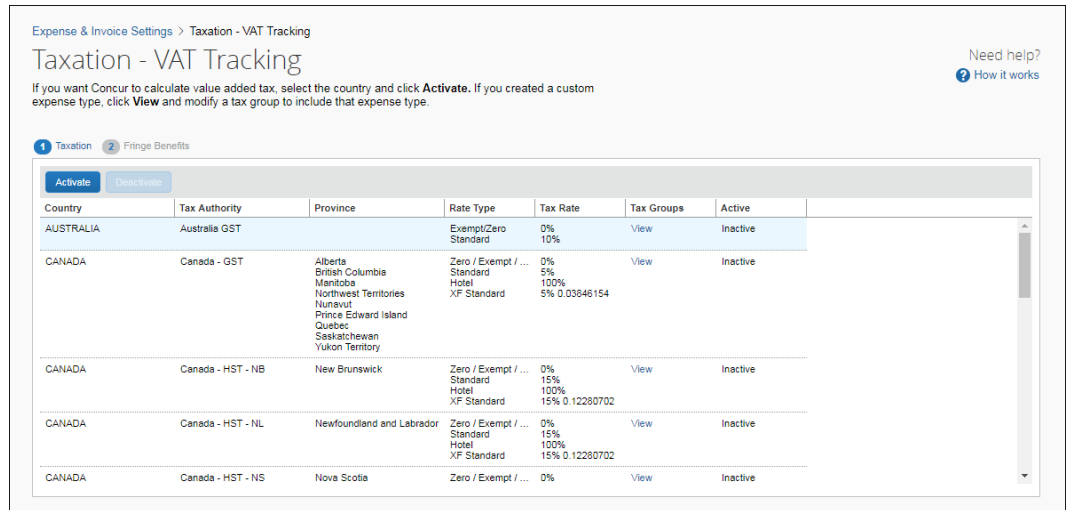
Product: Expense Expense Invoice Request

Dismiss Deployment Toolkit

3. In the **Capture Spending** section, on the **VAT** tab, click **Edit**.



The **Taxation – VAT Tracking** page appears.



## View VAT Configuration

- **To view the VAT configuration (prior to activation):**

1. On the **Taxation** tab, click **View** in the **Tax Groups** column for the desired tax authority. The **Tax Groups for Tax Authority** page appears, showing the full configuration for the various expense type groups.

Tax Groups for Tax Authority: United Kingdom

Tax Authority: United Kingdom with effective dates: Current

Modify

Group Name	Expense Types	Tax Condition	Tax Rate	Effective Date	End Date	Reclaim Condit...	Receipt Required	Reclaim Rate	Reclaim Code
Car Rental Tax Group	Car Rental	Always	Standard - 20%	01/01/2010	12/31/9999	UK 100% UK 50% No Receipt	Tax Receipt Tax Receipt No Receipt	100% 50% 0%	UK1 UK2 UK0
Individual Meals	Breakfast, Dinner, Individual Meals, Lunch	UK VAT	Standard - 20%	04/01/2022	12/31/9999	Tax Receipt No Receipt	Tax Receipt No Receipt	100% 0%	UK1 UK0
		UK Partial	Partial - 0%			Tax Receipt No Receipt	Tax Receipt No Receipt	100% 0%	UK1 UK0
Internet/Online	Internet/Online Fees	UK 100%	Standard - 20%	01/01/2010	12/31/9999	Tax Receipt No Receipt	Tax Receipt No Receipt	100% 0%	UK1 UK0
		UK 0%	Exempt/Zero - 0%			No Receipt No Receipt	No Receipt No Receipt	0% 0%	UK0 UK0
Mileage	Company Car Mileage, Personal Car Mileage	Petrol - Over 20...	GB Petrol - Ove...	12/15/2013	12/31/9999	No Receipt	No Receipt	100%	UK1
		Petrol - 1401cc L...	GB Petrol - 140...			No Receipt	No Receipt	100%	UK1
		Petrol - 1400cc ...	GB Petrol - 140...			No Receipt	No Receipt	100%	UK1
		Diesel - Over 20...	GB Diesel - Ove...			No Receipt	No Receipt	100%	UK1
Non-Reclaimable	Entertainment - Client, Gifts - Clients, Gifts - Staff, Laundry	UK	Standard - 20%	01/01/2010	12/31/9999	No Receipt	No Receipt	0%	UK0
Parking	Parking	UK On Street	Exempt/Zero - 0%	01/01/2010	12/31/9999	No Receipt	No Receipt	0%	UK0
		UK Off Street	Standard - 20%			No Receipt	No Receipt	0%	UK1 UK0
Standard	Car Maintenance/Re... Courier/Shipm... Entertainment - Staff, Fuel, Fuel For Mileage, Hotel, Marketing/Prom... Costs, Office Equipment/Start	UK	Standard - 20%	04/01/2022	12/31/9999	Tax Receipt No Receipt	Tax Receipt No Receipt	100% 0%	UK1 UK0

Done

2. Review this configuration carefully to make sure that the supplied tax groups match your company's value-added tax tracking. You can move the expense types to different groups once the tax authority is activated.



A single expense can be influenced by a maximum of two tax authorities.

## Activate or Deactivate VAT Tracking

### ► To activate or deactivate VAT tracking:

On the **Taxation** tab, select the desired tax authority and click **Activate** or **Deactivate**.

**! IMPORTANT:** The calculation method chosen must be used consistently throughout the fiscal year.

## Modify VAT Configuration (After Activation)

You can move expenses between groups to accomplish different tax and reclaim treatments if necessary, and to add a custom expense types to the correct tax and group.

### ► To modify the VAT configuration (after activation):

**NOTE:** This process should be completed whenever you add a new expense type to SAP Concur.

## Section 2: Configuration

1. On the **Taxation** tab, click **View** in the **Tax Groups** column for the activated tax authority. The **Tax Groups** page appears, showing the full configuration for the various expense type groups.
2. Select the tax group and click **Modify**. The **Expense Types for Tax Group** window appears.

Tax Authority: United Kingdom - Tax Group: Car Rental Tax Group

1 Modify Expense Types
2 Modify Reclaim Codes

Effective Date: 01/01/2010  
1 expense types selected.

Expense Type Label	Group Name	Effective Date	Expense Type Label
<input type="checkbox"/> Agency Booking Fees	Zero	01/01/2010	Airfare
<input type="checkbox"/> Air Fare	Zero	01/01/2010	Airline Fees
<input type="checkbox"/> Airfare Ticket Tax	Zero	01/01/2010	Bank Fees
<input type="checkbox"/> Alcoholic Beverages	Individual Meals	01/01/2010	Breakfast
<input type="checkbox"/> Alcoholic Beverages & Soft Drinks	Standard	01/01/2010	Car Maintenance/Repairs
<input type="checkbox"/> Bus	Mileage	12/15/2013	Company Car Mileage
<input type="checkbox"/> Business Calls	Standard	01/01/2010	Courier/Shipping/Freight
<input type="checkbox"/> Business Meals (Attendees)	Zero	01/01/2010	Currency Exchange Fees
<input checked="" type="checkbox"/> Car Rental	Individual Meals	01/01/2010	Dinner
<input type="checkbox"/> Car Rental - Insurance	Non-Reclaimable	01/01/2010	Entertainment - Client
<input type="checkbox"/> Entertainment - Breakfast/Simple Meals	Standard	01/01/2010	Entertainment - Staff
<input type="checkbox"/> Entertainment - Events/Shows	Zero	01/01/2010	Ex Pat Expenses
<input type="checkbox"/> Entertainment - External (Domestic)	Zero	01/01/2010	Friends & Family Allowance
<input type="checkbox"/> Entertainment - External (Foreign)	Standard	01/01/2010	Fuel
<input type="checkbox"/> Entertainment - Lunch/Dinner	Standard	01/01/2010	Fuel For Mileage
<input type="checkbox"/> Entertainment - Staff (Directors only)	Non-Reclaimable	01/01/2010	Gifts - Clients
<input type="checkbox"/> Entertainment - Staff (With Clients)	Non-Reclaimable	01/01/2010	Gifts - Staff
<input type="checkbox"/> Gifts - Clients (Deductible)	Standard	01/01/2010	Hotel
<input type="checkbox"/> Gifts <= \$AUD300	Zero	01/01/2010	Incidentals Allowance
<input type="checkbox"/> Gifts <= 35€	Individual Meals	01/01/2010	Individual Meals
<input type="checkbox"/> Gifts > \$AUD300	Internet/Online	01/01/2010	Internet/Online Fees
<input type="checkbox"/> Gifts > 35€	Non-Reclaimable	01/01/2010	Laundry
<input type="checkbox"/> GST/HST	Individual Meals	01/01/2010	Lunch
<input type="checkbox"/> Hotel Tax	Standard	01/01/2010	Marketing/Promotional Costs
<input type="checkbox"/> Incidentals	Zero	01/01/2010	Medical Fees
<input type="checkbox"/> Individual Meals - Within Municipality	Zero	01/01/2010	Miscellaneous

Cancel
Next>>
Done

3. Select or clear the check boxes for the desired expense types. If an expense type is already in use in another tax group, then it is unavailable for assignment and listed on the right side of the window.

Tax Authority: Canada - GST - Tax Group: Standard - 100%

1 Modify Expense Types 2 Modify Reclaim Codes

Effective Date: 01/01/2008  
31 expense types selected.

Expense Type Label	Group Name	Effective Date	Expense Typ...
<input checked="" type="checkbox"/> Agency Booking Fees	Standard - 50%	01/01/2008	Breakfast
<input type="checkbox"/> Air Fare	Zero / Exempt...	01/01/2008	Bus
<input type="checkbox"/> Airfare	Standard - 50%	01/01/2008	Business Meal...
<input type="checkbox"/> Airfare Ticket Tax	Mileage	01/01/2014	Company Car...
<input checked="" type="checkbox"/> Airline Fees	Standard - 50%	01/01/2008	Dinner
<input type="checkbox"/> Alcoholic Beverages	Standard - 50%	01/01/2008	Entertainment...
<input type="checkbox"/> Alcoholic Beverages & Soft Drinks	Hotel/Airfare Tax	01/01/2008	GST/HST
<input checked="" type="checkbox"/> Bank Fees	Hotel Not Item...	01/01/2008	Hotel
<input checked="" type="checkbox"/> Business Calls	Zero / Exempt...	01/01/2008	Hotel Tax
<input checked="" type="checkbox"/> Car Maintenance/Repairs	Standard - 0%	01/01/2008	In-Room Enter...
<input checked="" type="checkbox"/> Car Rental	Standard - 50%	01/01/2008	Lunch
<input type="checkbox"/> Car Rental - Insurance	Mileage	01/01/2014	Personal Car...
<input checked="" type="checkbox"/> Courier/Shipping/Freight	Zero / Exempt...	01/01/2008	Public Transport
<input checked="" type="checkbox"/> Currency Exchange Fees	Standard - 50%	01/01/2008	Snacks/Bever...
<input type="checkbox"/> Entertainment - Breakfast/Simple Meals	Zero / Exempt...	01/01/2008	Subway
<input type="checkbox"/> Entertainment - Client	Zero / Exempt...	01/01/2008	Tips/Gratuities
<input type="checkbox"/> Entertainment - Events/Shows	Zero / Exempt...	01/01/2008	Tolls/Road Ch...
<input type="checkbox"/> Entertainment - External (Domestic)			
<input type="checkbox"/> Entertainment - External (Foreign)			
<input type="checkbox"/> Entertainment - Lunch/Dinner			
<input type="checkbox"/> Entertainment - Staff (Directors only)			
<input type="checkbox"/> Entertainment - Staff (With Clients)			
<input type="checkbox"/> Ex Pat Expenses			
<input type="checkbox"/> Friends & Family Allowance			
<input checked="" type="checkbox"/> Fuel			
<input type="checkbox"/> Fuel For Mileage			

Cancel Next>> Done

4. Click the **Modify Reclaim Codes** tab.

Tax Authority: United Kingdom - Tax Group: Car Rental Tax Group

1 Modify Expense Types 2 Modify Reclaim Codes

Tax Condition	Effective Date	End Date	Reclaim Condition	Receipt Required	Reclaim Rate	Reclaim Type	Proportional Condition	Reclaim Tax Code
Always	01/01/2010							
			UK 100%	Tax Receipt	100%	Standard	Always	UK1
			UK 50%	Tax Receipt	50%	Standard	Otherwise	UK2
			Otherwise	No Receipt	0%	Standard	Otherwise	UK0

Cancel <<Previous Done

**NOTE:** Use the information in the **Reclaim Condition** column to ensure that you are editing the intended row.

- (Optional) In the **Reclaim Tax Code** column, click on the desired reclaim tax code and make changes if necessary.

Tax Authority: United Kingdom - Tax Group: Car Rental Tax Group

1 Modify Expense Types 2 Modify Reclaim Codes

Tax Condition	Effective Date	End Date	Reclaim Condition	Receipt Required	Reclaim Rate	Reclaim Type	Proportional Condition	Reclaim Tax Code
Always	01/01/2010		UK 100%	Tax Receipt	100%	Standard	Always	UK1
			UK 50%	Tax Receipt	50%	Standard	Otherwise	UK2
			Otherwise	No Receipt	0%	Standard	Otherwise	UK0

Cancel <<Previous Done

- Click **Done**.
- If you are finished, click **Done** again. You are taken back to the **Taxation** page.

### **Map VAT Tax Codes (For QBO, Sage Intacct, and Xero Accounting Clients Only)**

For clients using QuickBooks Online (QBO), Sage Intacct, or Xero accounting integration, once VAT tracking for a tax authority is activated, you can map VAT tax codes for tax groups between your integrated accounting software and SAP Concur. When the accounting software tax codes are mapped, QBO, Sage Intacct, or Xero Accounting will calculate the tax amount based on their tax codes, ensuring the correct transaction amounts are posted.

**NOTE:** The VAT tax rate mapping only accommodates VAT that is collected at a single level, such as at the country level.

So, while Canada and Australia can technically use the tax rate mapping, the tax rate mapping will not fit the needs for more complex tax structures where VAT is collected at multiple levels.

#### **► To map VAT tax codes for tax groups (after activation):**

- On the **Taxation** tab, click **View** in the **Tax Groups** column for the activated tax authority. The **Tax Groups** page appears, showing the full configuration for the various expense type groups.
- Select the tax group and then click **Modify**. The **Expense Types for Tax Group** window appears.

- Click the **Modify Reclaim Codes** tab. For QBO, Sage Intacct, and Xero Accounting clients, the **Tax Code** column is displayed next to the **Reclaim Tax Code** column.

Tax Authority: United Kingdom - Tax Group: Car Rental Tax Group

1 Modify Expense Types 2 Modify Reclaim Codes

Tax Condition	Effective Date	End Date	Reclaim Condition	Receipt Required	Reclaim Rate	Reclaim Type	Proportional Con...	Reclaim Tax Code	Tax Code
Always	01/01/2010								
			UK 100%	Tax Receipt	100%	Standard	Always	UK1	
			UK 50%	Tax Receipt	50%	Standard	Otherwise	UK2	
			Otherwise	No Receipt	0%	Standard	Otherwise	UK0	

Cancel <<Previous Done

- In the **Tax Code** column, click the corresponding QBO, Sage Intacct, or Xero Accounting tax rate for the SAP Concur reclaim tax code. The list in the **Tax Code** column is populated with the tax rates from QBO, Sage Intacct, or Xero Accounting.

Tax Authority: United Kingdom - Tax Group: Car Rental Tax Group

1 Modify Expense Types 2 Modify Reclaim Codes

Tax Condition	Effective Date	End Date	Reclaim Condition	Receipt Required	Reclaim Rate	Reclaim Type	Proportional Condition	Reclaim Tax Code	Tax Code
Always	01/01/2010								
			UK 100%	Tax Receipt	100%	Standard	Always	UK1	
			UK 50%	Tax Receipt	50%	Standard	Otherwise	UK2	
			Otherwise	No Receipt	0%	Standard	Otherwise	UK0	

Cancel <<Previous Done

- When you are done mapping tax codes, click **Done**.

When an accounting software tax rate is mapped to an SAP Concur reclaim tax code, on the **Tax Groups for Tax Authority: [country name]** page, the 2-digit accounting software tax code is appended to the mapped SAP Concur reclaim tax code in the **Reclaim Code** column.

Group Name	Expense Types	Tax Condition	Tax Rate	Effective Date	End Date	Reclaim Condit.	Receipt Regul.	Reclaim Rate	Reclaim Code
Car Rental Tax Group	Car Rental	Always	Standard - 20%	01/01/2010	12/31/9999	UK 100% UK 50%	Tax Receipt Tax Receipt No Receipt	100% 50% 0%	UK1_2 UK2_5 UK0_15
Individual Meals	Breakfast, Dinner, Individual Meals, Lunch	UK VAT UK Partial	Standard - 20% Partial - 0%	01/01/2010	12/31/9999	Tax Receipt No Receipt No Receipt	Tax Receipt Tax Receipt No Receipt	100% 0% 100%	UK0 UK1 UK0
Internet/Online	Internet/Online Fees	UK 100% UK 0%	Standard - 20% Exempt/Zero - 0%	01/01/2010	12/31/9999	Tax Receipt No Receipt No Receipt	Tax Receipt No Receipt No Receipt	100% 0% 0%	UK1 UK0 UK0
Mileage	Company Car Mileage - Personal Car Mileage	Petrol - Over 20, Petrol - 1421cc, Petrol - 1420cc, Diesel - Over 20, Diesel - 1601cc, Diesel - 1600cc	GB Petrol - Ove, GB Petrol - 140, GB Petrol - 140, GB Diesel - Ove, GB Diesel - 160, GB Diesel - 150	12/15/2013	12/31/9999	No Receipt No Receipt No Receipt No Receipt No Receipt No Receipt	No Receipt No Receipt No Receipt No Receipt No Receipt No Receipt	100% 100% 100% 100% 100% 100%	UK1 UK1 UK1 UK1 UK1 UK1
Non-Reclaimable	Entertainment - Client, Gifts - Clients, Gifts - Staff, Laundry	UK	Standard - 20%	01/01/2010	12/31/9999	No Receipt	No Receipt	0%	UK0
Parking	Parking	UK On Street UK Off Street	Exempt/Zero - 0% Standard - 20%	01/01/2010	12/31/9999	No Receipt Tax Receipt No Receipt	No Receipt Tax Receipt No Receipt	0% 100% 0%	UK0_13 UK1_2 UK0_15
Standard	Car Maintenance/Re... Courier/Shipping... Entertainment... Staff Fuel, Fuel For Mileage, Hotel, Marketing Prom... Costs, Office Equipment/Mat... Office Supplies/Softw... Printing/Photo... Relocation Expenses, Seminar/Course Fees, Taxi, Tolls/Road Charges, Tuition/Training	UK	Standard - 20%	01/01/2010	12/31/9999	Tax Receipt Tax Receipt No Receipt	Tax Receipt Tax Receipt No Receipt	100% 100% 0%	UK0

- If you are finished, click **Done** again. You are taken back to the **Taxation** page.

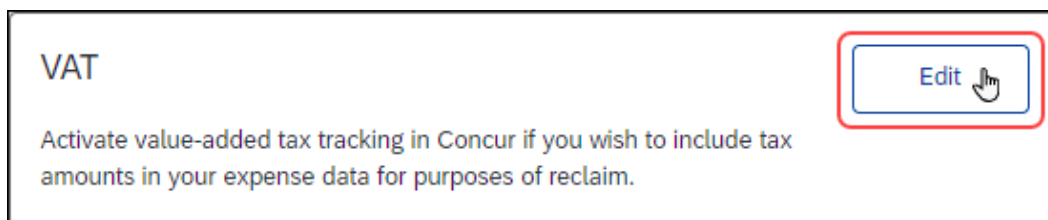
## Configure Fringe Benefits

The **Fringe Benefits** tab of the **Taxation – VAT Tracking** page is only applicable to Australia.

### Access the Fringe Benefits tab

#### ► To access the Fringe Benefits page:

- Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
- In the **Product** list, click *Expense*.
- In the **Capture Spending** section, on the **VAT** tab, click **Edit**.



The **Taxation – VAT Tracking** page appears.



Expense & Invoice Settings > Taxation - VAT Tracking

## Taxation - VAT Tracking

Need help? [How it works](#)

If you want Concur to calculate value added tax, select the country and click **Activate**. If you created a custom expense type, click **View** and modify a tax group to include that expense type.

1 Taxation 2 Fringe Benefits

**Activate** **Deactivate**

Country	Tax Authority	Province	Rate Type	Tax Rate	Tax Groups	Active
AUSTRALIA	Australia GST		Exempt/Zero Standard	0% 10%	<a href="#">View</a>	Inactive
CANADA	Canada - GST	Alberta British Columbia Manitoba Northwest Territories Nunavut Prince Edward Island Quebec Saskatchewan Yukon Territory	Zero / Exempt / ... Standard Hotel XF Standard	0% 5% 100% 5% 0.03846154	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NB	New Brunswick	Zero / Exempt / ... Standard Hotel XF Standard	0% 15% 100% 15% 0.12280702	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NL	Newfoundland and Labrador	Zero / Exempt / ... Standard Hotel XF Standard	0% 15% 100% 15% 0.12280702	<a href="#">View</a>	Inactive
CANADA	Canada - HST - NS	Nova Scotia	Zero / Exempt / ...	0%	<a href="#">View</a>	Inactive

#### 4. Click **Fringe Benefits** (tab).

Expense & Invoice Settings > Taxation - VAT Tracking

## Taxation - VAT Tracking

Need help? [How it works](#)

If you want Concur to calculate value added tax, select the country and click **Activate**. If you created a custom expense type, click **View** and modify a tax group to include that expense type.

1 Taxation 2 Fringe Benefits

**New** **Save** **Remove**

Expense Type	Attendee Type	Attendee Status	Foreign or Domestic	Account Code	Reclaim Code	Reset Reclaim Amount to...
Staff Awards/Incentives	Business Guest	Not Traveling/Not Applicable	Foreign	FB2		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Business Guest	Not Traveling/Not Applicable	Domestic	FB2		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Spouse	Not Traveling/Not Applicable	Foreign	FB5		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Spouse	Not Traveling/Not Applicable	Domestic	FB5	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Associate	Not Traveling/Not Applicable	Foreign	FB1		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Associate	Not Traveling/Not Applicable	Domestic	FB1	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Employee	Not Traveling/Not Applicable	Foreign	FB3		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Employee	Traveling	Foreign	FB4		<input checked="" type="checkbox"/>
Staff Awards/Incentives	Employee	Not Traveling/Not Applicable	Domestic	FB3	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Employee	Traveling	Domestic	FB4	FB6	<input type="checkbox"/>
Business Meals (Attendees)	Business Guest	Not Traveling/Not Applicable	Foreign	FB2		<input checked="" type="checkbox"/>

## Modify Fringe Benefits

### ► To modify the Fringe Benefit configuration:

1. On the **Fringe Benefits** tab, select the row to modify.

Expense & Invoice Settings > Taxation - VAT Tracking

### Taxation - VAT Tracking

If you want Concur to calculate value added tax, select the country and click **Activate**. If you created a custom expense type, click **View** and modify a tax group to include that expense type.

1 Taxation 2 **Fringe Benefits**

**New** **Save** **Remove**

Expense Type	Attendee Type	Attendee Status	Foreign or Domestic	Account Code	Reclaim Code	Reset Reclaim Amount to...
Staff Awards/Incentives	Employee	Not Traveling/Not Applicable	Domestic	FB3	FB6	<input type="checkbox"/>
Staff Awards/Incentives	Employee	Traveling	Domestic	FB4	FB6	<input type="checkbox"/>
Business Meals (Attendees)	Business Guest	Not Traveling/Not Applicable	Foreign	FB2	<input type="text" value="I"/>	<input checked="" type="checkbox"/>
Business Meals (Attendees)	Business Guest	Not Traveling/Not Applicable	Domestic	FB2		<input checked="" type="checkbox"/>
Business Meals (Attendees)	Spouse	Not Traveling/Not Applicable	Foreign	FB5		<input checked="" type="checkbox"/>
Business Meals (Attendees)	Spouse	Not Traveling/Not Applicable	Domestic	FB5	FB6	<input type="checkbox"/>
Business Meals (Attendees)	Associate	Not Traveling/Not Applicable	Foreign	FB1		<input checked="" type="checkbox"/>

2. Update the fields:

Field	Description
Expense Type	Select an expense type.
Attendee Type	Select the type of attendee for this configuration. Examples of attendee types are "Employee" or "Business Guest."
Attendee Status	Select the status of attendee for this configuration. Examples of attendee status is Not Traveling.
Foreign or Domestic	Specify whether the FBT configuration is for domestic or foreign expenses.
Account Code	Enter the account code to use for this expense type and attendee combination.  The account code is specified by the organization and defines what is involved in a transaction. The account code overrides the default value set on the Expense Types page.
Reclaim Code	Enter the reclaim code to use for this expense type and attendee combination if your organization's financial system requires it.  The reclaim code is similar to a tax code; it is a pass-through to some client financial systems. This reclaim code overrides the default value set in the Tax & Reclaim group configuration on the Taxation page.
Reset Reclaim Amount to Zero	Select the check box to set the tax reclaim amount to zero for this configuration.  This setting overrides any reclaim amount calculated by the Tax & Reclaim group configuration and resets it to zero.

3. Click **Save**.

### Add Fringe Benefits

► **To add an Fringe Benefits configuration:**

1. On the **Fringe Benefits** tab, click **New**.
2. Select or enter data in the fields. Refer to the *Modify* process above for field details.
3. Click **Save**.

### Remove Fringe Benefits

► **To remove an Fringe Benefits configuration:**

1. On the **Fringe Benefits** tab, select the configuration you want to remove.
2. Click **Remove**.

## Section 3: Tax Related Features

### VAT Basics

Taxes are calculated at the time an expense is saved.

Concur Expense uses the following information to properly calculate the VAT:

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**NOTE:** VAT is recalculated when any of these fields are changed by the employee, approver, or processor. A user with the *Process Reports* role can modify calculated taxes in which case the system will not recalculate and overwrite the tax amounts.

---

- **Expense type**
- **Date**—the date the expense was incurred. Tax rates do change periodically.
- **Expense amount**—the gross amount of the transaction.
- **Country and State/Province**—these fields are present in the employee's profile as Country of Residence, State/Province. This data copies down when a new expense entry is being manually entered, or is populated from the credit card data. The user will overwrite this if the expense was incurred elsewhere.

---

! Important: The data in these fields determines whether the tax will be calculated and which province's tax is applicable. The employee profile information for country and province (for Canada) is essential to identify the domestic tax regime for that user. The system will calculate and track tax for domestic transactions.

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**NOTE:** When a new expense entry is being manually entered, Country and State/Province data is pre-populated based on the information you entered for the employee on the **User** page in Product Settings or from the credit card data. The user can overwrite as needed if the expense was incurred elsewhere.

---

- **City**—this is an optional field that can be set to Hidden on the expense forms. The location information that is necessary to calculate the tax is Country and in some countries such as Canada also Province. When the city field is used, the country and province are derived from the city that is selected. You may decide to educate your users to use the City field, or the Country and State/Province fields when an expense is incurred in a different location than the employee's home/default location.
- **Receipt**—this field tracks whether or not the user has attached the image of the physical receipt.

Concur Expense calculates VAT based on country-specific tax regulations. Refer to the **Taxation – Enable VAT Tracking** page to see the country-specific tax groups. This section contains basic information about SAP Concur's VAT features.

### Example Calculation

The basis of the VAT calculations is that Concur Expense computes the net expense amount from the gross expense amount entered by the user and the various tax rates. The equation is derived as follows:

$$\text{Gross} = \text{Net} + \text{SumOfTaxes}$$

or

$$\text{Net} = \text{Gross} - \text{SumOfTaxes}$$

where

$$\text{Tax1} = \text{Net} * \text{TaxRate1}$$

$$\text{Tax2} = \text{Net} * \text{TaxRate2}$$

etc.

and

$$\text{SumOfTaxes} = \text{Tax1} + \text{Tax2} + \dots$$

$$\text{SumOfTaxes} = (\text{Net} * \text{TaxRate1}) + (\text{Net} * \text{TaxRate2}) + \dots$$

$$\text{SumOfTaxes} = \text{Net} * (\text{SumOfTaxRates})$$

Therefore:

$$\text{Net} = \text{Gross} - (\text{Net} * \text{SumOfTaxRates})$$

$$\text{Net} + (\text{Net} * \text{SumOfTaxRates}) = \text{Gross}$$

$$\text{Net} * (1 + \text{SumOfTaxRates}) = \text{Gross}$$

$$\text{Net} = \text{Gross} / (1 + \text{SumOfTaxRates})$$

Once we have the Net, we can calculate each of the individual taxes. For most countries this is really a simple calculation, as VAT is levied only at the country level. For other countries, such as Canada, this calculation should still arrive at the correct amounts for the various levels of tax.

### ***VAT Reclaim Calculation***

The amount of the VAT that is reclaimable is published as a percentage of the VAT amount, so this is a simple calculation:

$$\text{ReclaimAmount} = \text{Tax} * \text{ReclaimPercent}$$

### ***VAT Fields in File Export Configuration***

Two tax related fields are available in the **File Export Configuration** page of Product Settings. These fields are used with VAT calculations, to identify the portion of the expense that are attributable to goods and services:

- **Journal Net of Total Adjusted Reclaim Tax:** This is calculated as Journal Amount minus the total adjusted reclaim amount. This calculation produces the allocated amount of goods and services which excludes the reclaimable tax portion.
- **Journal Net of Total Adjusted Tax:** This is calculated as Journal Amount minus the total adjusted tax. This calculation produces the allocated amount of goods and services which excludes the tax portion.

### ***Standard Tax Groups***

The following tax groups are created for all single-level VAT countries:

Rate Type	Tax Group	Tax Form	Tax Rate	Reclaim
Standard	Standard	None	Standard	100%
	Standard 50% Reclaim	None	Standard	50%
	Standard No Reclaim	None	Standard	0%
Zero	Zero	None	Zero	0%
Reduced	Reduced	None	Reduced	100%
	Reduced No Reclaim	None	Reduced	0%
Super Reduced	Super Reduced	None	Super Reduced	100%

Rate Type	Tax Group	Tax Form	Tax Rate	Reclaim
	Super Reduced No Reclaim	None	Super Reduced	0%
Reduced 3	Reduced 3	None	Reduced 3	100%
All	All Rates	All Rates: List containing all tax rates for a country e.g Standard (19%) Reduced (7%) Zero (0%)	All Tax Rates	100% for Non Zero Rates
All	All Rates Non Reclaimable	All Rates: List containing all tax rates for a country e.g Standard (19%) Reduced (7%) Zero (0%)	All Tax Rates	0%
All	Domestic/International Reclaimable			
All	Domestic/International Non Reclaimable			

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**NOTE:** If there are no active rates for a tax group, and no expense types associated with the group, it will not appear on the **Taxation** page.

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### ***Special Cases***

In some cases it is impossible to calculate the right tax amount for an itemized expense based on the information captured in SAP Concur and the information available to the user on the receipt or the data entry burden on the user to enter the information in exactly the manner needed for the calculation to work correctly is too great.

#### **EXPLICIT TAX AMOUNT**

SAP Concur allows configuration of an expense type and accompanying tax calculation to take 100% of that expense amount as the tax. This allows the user to enter in the tax amount as an itemization of the expense.

An example of where this may be appropriate is a country where the hotel folio states the nightly room charges with a line item each for room rate, VAT and other taxes. It would be unreasonable to ask the user to total the room rate and VAT amounts so the system can correctly reverse-calculate the VAT amount. With this option, the user may simply enter the individual totals on the hotel wizard and the system will create a line item for each date's VAT amount.

### ***Single-Level VAT Country Calculation***

This example calculation applies to all countries that collect VAT at a single level (most common).

#### **Example Calculation**

From the point of sale:

Net expense = 125.32 (pre-tax sales total)

VAT rate = 20%

$VAT = 125.32 * 0.2 = 25.064$  rounded to 25.06

Gross = Net + SumOfTaxes

Gross = 125.32 + 25.06

Gross = 150.38

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

So, from the application:

Gross expense = 150.38

VAT rate = 20%

Net = Gross / (1 + SumOfTaxRates)

Net = 150.38 / (1 + 0.2)

Net = 150.38 / 1.2

Net = 125.31666 rounded to 125.32

Tax = Net \* TaxRate

VAT = 125.32 \* 0.2 = 25.064 rounded to 25.06

### ***Output File and Tax Information***

There are many VAT-related data fields that may be exported out of Concur Expense as part of the standard accounting extract such as Report Entry Expense Type Name, Journal Account Code, and Net Adjusted Reclaim Amount.

## ***Troubleshooting***

If VAT is not calculated as expected, use the following steps.

The expense claim processor should:

- Verify that the province displays on the line item expense.
- Record the type of tax and the reclaim amount shown on this line item.
- Calculate the expected tax independent of what is displayed.

The administrator should use **Expense Settings** or **Expense & Invoice Settings > Expense > Taxation** to:

- Verify that the expense type belongs to the correct tax group.
- Verify that the expected tax authorities are applicable to the province in which the expense occurred.

If troubleshooting results in configuration changes to the user's information or to Product Settings, then have the user create and submit a new expense claim.

## **Country-Specific Information**

### ***Canada***

#### **TAXES AND CREDITS**

Canada levies VAT at two levels (country-wide and by province) and is managed using the following taxes and credits:

- **GST:** The federal Goods and Services Tax (GST).
- **PST:** The Provincial Sales Tax (PST).

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**NOTE:** Only in Quebec can PST be recovered or reclaimed.

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- **HST:** GST and PST combined into a Harmonized Sales Tax (HST).
- **ITC:** Input Tax Credit (ITC) is applicable for all provinces where businesses registered for federal level of indirect taxes (GST/HST) can recover GST/HST paid on the purchases and expenses.

---

**NOTE:** The type of expense and which province the expense occurs in are major factors in determining the percentage of tax that a company can reclaim.

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- **QST:** The Quebec Sales Tax (QST) calculated on the sum of the expense amount and the GST amount.



## EXACT AND SIMPLIFIED (ADMINISTRATIVE FACTORS) TAX CALCULATION METHODS

Companies operating in Canada with SAP Concur have two choices for calculating input tax credits.

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! SAP your tax advisors regarding your selection of a calculation method and when you might opt to change the method. The simplified method may not be an option for some companies, such as non-profits, municipalities, and schools.

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**Exact (Prescribed) Calculation Method**—the amount reported to the government corresponds to what is on the Point of Sale (POS) receipt. This becomes very burdensome as tip amounts need to be taken into consideration and the actual taxes from receipts need to be reviewed.

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**NOTE:** A reason to select this method might be that you want to maximize the tax returned on large ticket items such as airline and hotel room expenses.

---

**Simplified (Administrative Factors) Method**—less intrusive, simpler application of mathematical factors which nets you less than the full amount of the potential VAT reclaims, but with considerably less tracking of evidentiary documentation and auditing by the government. Canadian clients will see the Extraction Factor Column in the Tax Groups for Tax Authority window. This method allows the calculation of the tax and ITC amount using special extraction factors which eliminate the need to detail tip and actual tax amounts.

---

**NOTE:** A reason to select this method might be to minimize the administrative burden on your company to keep meticulous records.

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More information about this option can be found at the Canada Revenue Agency site under Simplified Method (<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/bspsbch/itc-cti/hwt/smplfd-eng.html>) and also Revenu Québec site under Simplified Method ([http://www.revenuquebec.ca/en/centre-information/nf/archives/nf2006/in-136\\_74/calcul\\_simplifie\\_cti\\_rti.aspx](http://www.revenuquebec.ca/en/centre-information/nf/archives/nf2006/in-136_74/calcul_simplifie_cti_rti.aspx)).

### EXACT METHOD EXAMPLE – BASIC

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**NOTE:** For current percentages, click **Administration > Expense Settings** or **Expense & Invoice Settings > Expense > Taxation > View**.

---

#### Tax Amount

The tax amount calculation is as follows:

$$\text{Tax} = \text{Net} * \text{TaxRate}$$

From the point of sale:

Net expense = 569.37 (pre-tax sales total)

GST rate = 5%

PST rate = 7%

GST =  $569.37 * 0.05 = 28.4685$  rounded to 28.47

PST =  $569.37 * 0.07 = 39.8559$  rounded to 39.86

Gross = Net + SumOfTaxes

Gross =  $569.37 + (28.47 + 39.86)$

Gross = 637.70

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

So, in Concur Expense:

Gross expense = 637.70

GST rate = 5%

PST rate = 7%

Net =  $Gross / (1 + SumOfTaxRates)$

Net =  $637.70 / (1 + 0.05 + 0.07)$

Net =  $637.70 / 1.12$

Net = 569.375

Tax = Net \* TaxRate

GST =  $569.375 * 0.05 = 28.46875$  rounded to 28.47

PST =  $569.375 * 0.07 = 39.85625$  rounded to 39.86

---

**NOTE:** It is possible that the computed Net is not the same as the original sales Net expense. This means that the following validity check fails:

Gross = Net + SumOfTaxes

To minimize this, when calculating the Net amount for use in calculating the various Tax amounts, Concur Expense does not round the Net amount. Concur Expense uses the full calculated value for Net and then calculates the various Tax amounts. Each Tax amount must then be rounded to the number of decimal digits of the spend currency.

Later, when the VAT tables are populated, the Net amount is computed and stored based on the following (eliminating further rounding issues):

$$\text{Net} = \text{Gross} - \text{SumOfTaxes}$$


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Additional Exact Method examples are provided below.

### **SIMPLIFIED METHOD EXAMPLE – BASIC**

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**NOTE:** To view current percentages, click **Administration > Expense Settings** or **Expense & Invoice Settings > Expense > Taxation > View**.

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The Canadian government allows the calculation of the tax and reclaim amount using special extraction factors that they publish.

#### **Tax Amount**

The basic calculation of the tax amount using extraction factors is very simple.

The tax amount calculation is as follows:

$$\text{Tax} = \text{Gross} * \text{ExtractionFactor}$$

#### **Reclaim Amount**

The basic calculation of the reclaim amount using extraction factors is very simple.

For the reclaim amount, the calculation is as follows:

$$\text{Tax} = \text{Gross} * \text{ExtractionFactor} * \text{ReclaimPercent}$$

From the point of sale:

Net expense = 569.37 (pre-tax sales total)

HST rate = 13% (Ontario)

$$\text{HST} = 569.37 * 0.13 = 74.0181 \text{ rounded to } 74.02$$

$$\text{Gross} = \text{Net} + \text{SumOfTaxes}$$

$$\text{Gross} = 569.37 + (74.02)$$

$$\text{Gross} = 643.39$$

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data. Reclaim or tax and reclaim may apply.

So, in Concur Expense:

$$\text{Gross expense} = 643.39$$

$$\text{HST Extraction factor} = 12/112 = 0.1071428 \text{ (Ontario)}$$

$$\text{Tax} = \text{Gross} * \text{ExtractionFactor}$$

$$\text{RECLAIM} = \text{Gross} * \text{ExtractionFactor} * \text{ReclaimPercent}$$

$$\text{HST Tax} = 643.39 * 0.1071428 = 68.934606 \text{ rounded to } 68.93$$

$$\text{HST RECLAIM} = 643.39 * 0.1071428 * 50\% = 34.467303 \text{ rounded to } 34.47$$

### **Provincial Sales Tax (PST)**

The provincial sales tax (PST) is a tax levied at the provincial level. In the majority of provinces, you apply the country-level GST and a provincial level PST to each expense. This is a straightforward calculation as described in the example above.

### **Harmonized Sales Tax (HST)**

The GST and PST rates are combined into a single Harmonized Sales Tax (HST) in the Canadian maritime provinces of Nova Scotia, New Brunswick, Newfoundland, Prince Edward Island, and Ontario. For these provinces, you must create and use a single total for HST in place of PST and GST.

### **SPECIAL CONSIDERATIONS: AIR TRAVEL, AND HOTEL STAYS, AND TIPS**

All expense types will automatically calculate taxes with the exception of air travel and hotel stays. By default these expenses use the Exact method for VAT calculations due to the complexity of accurately calculating the value-added taxes within the numerous additional taxes on these types of expenses. Concur Expense provides an itemization wizard which prompts the user to enter the required information.

Be sure to:

- Activate these expense types: **GST/HST, QST/PST, and Air Fare.**
- Configure Compliance Controls to require user to itemise all hotel expenses.

**NOTE:** To use the Simplified method for VAT calculations of air travel, activate the **Airfare** expense type and deactivate the **Air Fare** expense type. Review this change in Product Settings by clicking **Administration > Expense Settings** or **Expense & Invoice Settings > Expense > Taxation > View**.

For both the Exact and Simplified calculation methods, there is a tip field on the entry form for any expense types configured in the Meal or Entertainment Category. If you are using the Exact method, the tip amount is subtracted from the gross amount before calculating taxes. The Simplified method ignores any use of this field.

## SUBTLETIES

Concur Expense efficiently processes the many subtleties related to Canada VAT. Examples are called out on the following graphic of the **Canada – GST** tax groups. To view the Canada – GST tax groups or any of the other Canada tax groups, click **Administration > Expense Settings** or **Expense & Invoice Settings > Expense > Taxation > View**.

Tax Groups for Tax Authority: Canada - GST

Modify | Tax calculation: Simplified Method (Administrative Factors) | Revenue: under CAD \$10 million

Group Name	Expense Types	Tax Condition	Tax Rate	Effective Date	End Date	Reclaim Condition	
Hotel Not Itemized	Hotel	Room Only	XF Standard - 5% 0.03846154	01/01/2008	12/31/9999	Receipt No Receipt	No No
Hotel/Airfare Tax	GST/HST	Always	Hotel - 100%	01/01/2008	12/31/9999	Receipt No Receipt	No No
Mileage	Company Car Mileage, Personal Car Mileage	Always	Standard - 5%	01/01/2014	12/31/9999	No Receipt	No
Standard - 0%	In-Room Entertainment	Always	XF Standard - 5% 0.03846154	01/01/2008	12/31/9999	No Receipt	No
Standard - 100%	Agency Booking Fees, Airline Fees, Bank Fees, Business Calls, Car Maintenance/Repairs, Car Rental, Courier/Shipping/Freight, Currency Exchange Fees, Fuel, Gifts - Clients, Gifts - Staff, Incidentals, Internet/Online Fees, Laundry, Marketing/Promotional Costs, Mobile/Cellular Phone, Newspapers/Books/Magazines, Non-Business Calls, Office Equipment/Hardware, Office Supplies/Software, Parking, Passport/Visa Fees, Postage, Printing/Photocopying/Stationery, Professional Subscriptions/Dues, Staff Awards/Incentives, Taxi, Telephone/Fax, Train, Tuition/Training Reimbursement, Uniforms	Always	XF Standard - 5% 0.03846154	01/01/2008	12/31/9999	Receipt No Receipt	No No
Standard - 50%	Breakfast, Business Meals (Attendees), Dinner, Entertainment - Staff, Lunch, Snacks/Beverages	Always	XF Standard - 5% 0.03846154	01/01/2008	12/31/9999	Receipt No Receipt	No No
Zero / Exempt / NA	Bus, Hotel Tax, Public Transport, Subway, Tips/Gratuities, Tolls/Road Charges	Always	Zero / Exempt / NA - 0%	01/01/2008	12/31/9999	No Receipt	No

For itemisation information entered by employees on expense claims.

There is a **Newspapers/Books/Magazines** expense type to accommodate the Harmonized tax provinces where newspapers, books, and magazines are handled uniquely. In Ontario, books and newspapers generate only a 5% ITC (the GST portion of HST) however magazines generated a full HST ITC. In PEI, NS, NB & NL, books generate only a 5% ITC, newspapers and magazines generate a full recovery of HST.

Non-taxed expense types.

**Snacks/Beverage** claims of less than \$4.20 recover just half of the GST portion of the HST for the province. If over \$420, then the full HST is charged, and the expense is entitled to the 50% reclaim.

## EXPENSE CLAIM ENTRIES AND TAX CALCULATION/RECALCULATION

**Receipt:** For Canada, the ITC tax amount is populated only when the value is "Receipt."

**NOTE:** The receipt status field can also be set to default to a value at the configuration level, which avoids the end user having to change this for each line, if the receipt is in fact missing, the user or processor can change the receipt status to no receipt, in which case the ITC will not be calculated.

Expense & Invoice Settings > Compliance Controls - Receipt Handling Options

### Compliance Controls - Receipt Handling Options

This is where you define your receipt policy.

1 Compliance Rules 2 Receipt Handling Options 3 Expense Limits 4 Custom Audit Rules

Save GLOBAL CONFIGURATION

**Receipt Handling Options**

These expense types never require a receipt:

These expense types always require a receipt:

☐ Reports that require receipts don't progress to manual review

☐ Require receipts to be attached at the expense line

Friends & Family Allowance, Personal

Airfare, Airline Fees, Bank Fees, Bre

☐ Agency Booking Fees

☐ Air Fare

☒ Airfare

☐ Airfare Ticket Tax

☒ Airline Fees

☐ Alcoholic Beverages

☐ Alcoholic Beverages & Soft Drink

☒ Bank Fees

☒ Breakfast

☐ Bus

☐ Business Calls

☐ Business Meals (Attendees)

☐ Car Maintenance/Repairs

☒ Car Rental

☒ Car Rental - Insurance

☐ Company Car Mileage

- **Mileage:** In order to calculate the ITC, the employees' work province field must be populated. One mileage rate exists for North West Territories, Yukon, and Nunavut, while a second mileage rate exists for the balance of the provinces. Within each group is a rate for under 5,000km/year and a lower rate for over 5,000km/year.

## OUTPUT FILE AND TAX INFORMATION

For every expense entered into SAP Concur for Canada, there will be multiple ROWS of data that correspond to each expense. SAP Concur's file format has a line for the expense and then a subsequent row for each type of tax. For example, an expense entered in Ontario, might have the expense row, the HST row. And for Alberta, the expense might have the expense row and a GST row.



For more information, refer to the *Concur Expense: Payment Manager Extract User Guide for Concur Standard Edition*.

### **SIMPLIFIED METHOD EXAMPLE FOR ALBERTA – WHERE GST IS THE ONLY TAX LEVIED.**

From Point of Sale (POS):

Price of good or service = \$ 125.00

GST rate = 5%

GST=\$125\*.05

GST=\$6.25

Gross Expense = Net expense + sum of taxes

= \$125.00+\$6.25

= \$131.25

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the factored GST as follows:

GROSS expense = \$131.25

GST Extraction factor for Alberta (a GST only province) =  $4/104 = 0.038461538$

GST TAX = GROSS \* Factor  
= \$131.25 \* 0.038461538

= 5.04807 rounded to \$5.05

The POS GST calculated is \$6.25, but the factored GST amount is \$5.05.

The Input tax credit for each type of expense is dictated by CRA.

SAP Concur calculates the ITC assuming 50% in this example:

ITC = GROSS \* Factor \* ITC Percent  
ITC = \$131.25 \* 0.038461538 \* .50

ITC= \$2.53

### **SIMPLIFIED METHOD EXAMPLE FOR QUEBEC – WHERE THERE IS GST AND QST**

From Point of Sale (POS):

Price of good or service = \$ 125.00

GST rate = 5%

GST=\$6.25

QST rate=9.975%

PST=\$12.46875 rounded to \$12.47

Gross Expense = Net expense + sum of taxes

= \$125.00+\$6.25+12.47

= \$143.72

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the factored GST:

GROSS expense = \$143.72

GST factor for Quebec is 4/104

GST TAX = GROSS \* Factor  
= \$143.72 \* 0.0384615  
= \$5.53

SAP Concur calculates the factored QST:

GROSS expense = \$143.72

QST factor for Quebec is 9/109

GST TAX = GROSS \* Factor  
= \$143.72 \* 0.0825688  
= \$11.87

The POS GST calculated is 6.25, but the factored GST amount is 5.53.

The POS QST calculated is 12.47, but the factored QST is 11.87.

The Input tax credit for each type of expense is dictated by CRA. Assuming an ITC percentage of 50% for the item purchased in this example.



SAP Concur calculates the GST ITC:

$$\begin{aligned}\text{ITC} &= \text{GROSS} * \text{Factor} * \text{ITC Percent} \\ \text{ITC} &= \$143.72 * 0.0384615 * .50\end{aligned}$$

$$\text{ITC} = \$2.75$$

SAP Concur calculates the QST ITC:

$$\begin{aligned}\text{ITC} &= \text{GROSS} * \text{Factor} * \text{ITC Percent} \\ \text{ITC} &= \$143.72 * 0.0825688 * .50\end{aligned}$$

$$\text{ITC} = \$5.90$$

### **SIMPLIFIED METHOD EXAMPLE FOR ONTARIO – WHERE THERE IS HST**

From Point of Sale (POS):

$$\text{Price of good or service} = \$125.00 + \$20.00 \text{ tip}$$

$$\text{HST rate} = 13\%$$

$$\text{HST} = \$125 * .13$$

$$\text{HST} = \$16.25$$

$$\begin{aligned}\text{Gross Expense} &= \text{Net expense} + \text{sum of taxes} + \text{tip} \\ &= \$125.00 + \$16.25 + \$20.00 \\ &= \$161.25\end{aligned}$$

The POS HST calculated is 16.25, of the HST, the GST portion is 5/13 and the provincial portion is 8/13.

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the factored GST amount:

$$\text{GROSS expense} = \$161.25$$

$$\text{HST factor for Ontario} = 12/112 = 0.107142857$$

$$\begin{aligned}\text{HST TAX} &= \text{GROSS} * \text{Factor} \\ &= \$161.25 * 0.107142857\end{aligned}$$

$$= \$17.27678 \text{ rounded to } \$17.28$$

The POS HST calculated is \$16.25, but the factored HST amount is \$17.28. The Simplified method does not have to isolate tip amounts.

The Input tax credit for each type of expense is dictated by CRA. Assuming an ITC percentage of 50% for the item purchased in this example.

SAP Concur calculates the ITC:

$$\begin{aligned}\text{ITC} &= \text{GROSS} * \text{Extraction Factor} * \text{ITC Percent} \\ &= \$161.25 * 0.107142857 * .50 \\ &= \$8.64\end{aligned}$$

#### **APPENDIX B: CALCULATING GST AND ITC USING EXACT METHOD**

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

The application will first calculate the net expense amount:

$$\text{NET} = \text{GROSS} / (1 + \text{Sum Of Tax Rates})$$

The calculation of exact taxes must account for any amounts added to the total by the traveler such as tips. So in fact the end user may need to enter the Gross amount and any tips added to derive the correct net amount. If this is not done, then the taxes that SAP Concur calculates will not match the receipts.

$$\text{NET} = (\text{GROSS} - \text{tips}) / (1 + \text{Sum Of Tax Rates})$$

Once the net amount is derived, the system can then calculate the individual tax amounts:

$$\text{TAX} = \text{NET} * \text{Tax Rate}$$

The calculation of the ITC amount using exact tax (either HST or GST) amounts is simply:

$$\text{ITC} = \text{GST} * \text{ITC percent}$$

#### **EXACT METHOD EXAMPLE FOR ALBERTA – GST IS THE ONLY TAX LEVIED.**

From Point of Sale (POS):

Price of good or service = \$ 125.00

GST rate = 5%

GST=\$125\*.05

GST=\$6.25

Gross Expense = Net expense + sum of taxes+ tips

$$= \$125.00 + \$6.25$$

$$= \$131.25$$

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the GST:

$$\text{GROSS expense} = \$131.25$$

$$\text{NET} = (\text{GROSS-TIPS}) / (1 + \text{sum of tax rates})$$

$$\text{NET} = \$131.25 / (1 + .05)$$

$$\text{NET} = \$125.00$$

$$\text{GST} = \text{NET} * \text{Tax Rate}$$

$$\text{GST} = \$125.00 * .05$$

$$\text{GST} = \$6.25$$

The Input tax credit for each type of expense is dictated by CRA. Assuming an ITC percentage of 50% for the item purchased in this example.

SAP Concur calculates the ITC:

$$\text{ITC} = \text{GST} * \text{ITC Percent}$$

$$\text{ITC} = \$6.25 * .50$$

$$\text{ITC} = 3.12$$

### **EXACT METHOD EXAMPLE FOR QUEBEC – WHERE THERE IS GST AND PST**

From Point of Sale (POS):

$$\text{Price of good or service} = \$125.00$$

$$\text{GST rate} = 5\%$$

$$\text{GST} = \$6.25$$

$$\text{PST rate} = 9.975\%$$

$$\text{PST} = 12.46875 \text{ rounded to } 12.47$$

$$\text{Gross Expense} = \text{Net expense} + \text{sum of taxes} + \text{tips}$$

$$= \$125.00 + \$6.25 + 12.47$$

$$= \$143.72$$

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the GST and QST:

$$\text{GROSS expense} = 143.72$$

$$\text{NET} = (\text{GROSS} - \text{Tips}) / (1 + \text{sum of taxes})$$

$$\text{NET} = \$143.72 / (1 + .05 + .09975)$$

$$\text{NET} = \$125.00$$

$$\text{GST} = \text{NET} * \text{Tax Rate}$$

$$\text{GST} = \$125.00 * .05$$

$$\text{GST} = \$6.25$$

$$\text{QST} = \text{NET} * \text{Tax Rate}$$

$$\text{QST} = \$125 * .09975$$

$$\text{QST} = \$12.47$$

The Input tax credit for each type of expense is dictated by CRA. Assuming an ITC percentage of 50% for the item purchased in this example.

SAP Concur calculates the two ITC:

$$\text{GST ITC} = \text{GST} * \text{ITC Percent}$$

$$\text{GST ITC} = \$6.25 * .50$$

$$\text{GST ITC} = \$3.12$$

$$\text{QST ITC} = \text{QST} * \text{ITC Percent}$$

$$\text{QST ITC} = \$12.47 * .50$$

$$\text{QST ITC} = \$6.23$$

### **EXACT METHOD EXAMPLE FOR ONTARIO – WHERE THERE IS HST**

From Point of Sale (POS):

$$\text{Price of good or service} = \$125.00 + \text{a } \$20.00 \text{ tip was left.}$$

$$\text{HST rate} = 13\%$$

$$\text{HST} = \$125 * .13$$

$$\text{HST} = \$16.25$$

$$\begin{aligned}
 \text{Gross Expense} &= \text{Net expense} + \text{sum of taxes} + \text{tips} \\
 &= \$125.00 + \$16.25 + 20 \\
 &= \$161.25
 \end{aligned}$$

The POS HST calculated is 16.25, of the HST, the GST portion is 5/13 and the provincial portion is 8/13.

The gross amount of the transaction is entered into SAP Concur either manually, captured via ExpenseIt, or imported from credit card data.

SAP Concur calculates the HST amount:

$$\begin{aligned}
 \text{GROSS expense} &= \$161.25 \text{ and the tip is entered as } \$20.00 \\
 \text{NET} &= (\text{GROSS} - \text{Tips}) / (1 + \text{sum of taxes}) \\
 \text{NET} &= \$141.25 / (1 + .13) \\
 \text{NET} &= \$125.00 \\
 \text{HST} &= \text{NET} * \text{Tax Rate} \\
 \text{HST} &= \$125.00 * .13 \\
 \text{HST} &= \$16.25
 \end{aligned}$$

The Input tax credit for each type of expense is dictated by CRA. Assuming an ITC percentage of 50% for the item purchased in this example.

SAP Concur calculates the ITC:

$$\begin{aligned}
 \text{ITC} &= \text{HST} * \text{ITC Percent} \\
 &= \$16.25 * .50 \\
 &= 8.12
 \end{aligned}$$

## ACTIVATED TAX GROUPS

Simplified Method and Annual Revenues > 10 Million CAD = NO

<b>Tax Authority</b>	<b>Active</b>
Canada - GST	Active
Canada - HST - NB	Active
Canada - HST - NL	Active
Canada - NS	Active
Canada - ON	Active
Canada - PE	Active
Canada - BC	Inactive
Canada - MB	Inactive
Canada - SK	Inactive
Canada - QST-LB	Inactive
Canada - QST-SMB	Active

Simplified Method and Annual Revenues > 10 Million CAD = YES

<b>Tax Authority</b>	<b>Active</b>
Canada - GST	Active
Canada - HST - NB	Active
Canada - HST - NL	Active
Canada - NS	Active
Canada - ON	Active
Canada - PE	Active
Canada - BC	Inactive
Canada - MB	Inactive
Canada - SK	Inactive
Canada - QST-LB	Active
Canada - QST-SMB	Inactive

Exact Method and Annual Revenues > 10 Million CAD = NO

<b>Tax Authority</b>	<b>Active</b>
Canada - GST	Active
Canada - HST - NB	Active
Canada - HST - NL	Active
Canada - NS	Active
Canada - ON	Active
Canada - PE	Active
Canada - BC	Active
Canada - MB	Active
Canada - SK	Active
Canada - QST-LB	Inactive
Canada - QST-SMB	Active

Exact Method and Annual Revenues > 10 Million CAD = YES

<b>Tax Authority</b>	<b>Active</b>
Canada - GST	Active
Canada - HST - NB	Active
Canada - HST - NL	Active
Canada - NS	Active
Canada - ON	Active
Canada - PE	Active
Canada - BC	Active
Canada - MB	Active
Canada - SK	Active
Canada - QST-LB	Active
Canada - QST-SMB	Inactive

## Travel Diary

### ***Australia***

A travel diary is required of Australian travelers in some circumstances to avoid taxation under the rules of the Fringe Benefits Tax. Under this governmental provision, the traveler must use a travel diary to identify where they traveled, the dates and times of travel for the entire duration of the trip, and finally the nature of the travel itself.

The screenshot shows the 'Create a New Expense Claim' interface in the Concur Expense system. The top navigation bar includes 'CONCUR', 'Expense', 'Invoice', 'Approvals', and 'App Centre'. The user's profile and a help icon are in the top right. The main heading is 'Manage Expenses' followed by 'Create a New Expense Claim'. The 'Claim Header' section contains several input fields: 'Claim Name' (with a red border), 'Claim Date' (set to 26/01/2015 with a calendar icon), 'Business Purpose', 'Comment', 'Product' (a dropdown menu), and 'Reference ID' (a dropdown menu). Below the header is the 'Travel Diary' section, which features a table with the following columns: 'Activity Location', 'Start Date', 'Start Time', 'End Date', 'End Time', and 'Activity Purpose'. An 'Add' button is positioned to the right of the table, and a 'Remove' button is to its right. At the bottom right of the form, there are 'Next >>' and 'Cancel' buttons.

When **Add** is clicked, it opens a new entry line and the user adds their travel information. Date is chosen from a calendar, or by typing in a number and that becomes the date of the current month. Time is entered by typing a 24-hour time, such as 21, that resolves to 9:00PM, or type in a number - the system resolves the number within a current workday of 7am to 6pm (thus, the number 5 is 5:00PM; the number 11 is 11:00AM).

### **USER EXPERIENCE**

Within the report header, the user sees the Travel Diary table when they enter data for their new expense report.

The travel diary shows the following information:

- Activity Location: Where the activity took place
- Activity Start Date/Time: The date and approximate time the activity started
- Activity End Date/Time: The date and approximate time the activity ended



- Activity Purpose: The description of the activity

## Section 4: UK VAT Reclamation for Mileage Expenses

The feature for fuel VAT reclaim allows the company to track and reclaim the taxes for fuel **and** for mileage.

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**NOTE:** SAP designed this feature for the UK, but it can be used for other countries with similar needs.

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The user records mileage expenses and fuel purchases on the same expense report (also known as a claim) to allow tracking of the reclaimable VAT paid on the fuel that will inevitably be used during mileage journeys. To accomplish this, a spend category called Fuel for Mileage is used.

Companies, who use reporting, may generate a report for missed VAT on mileage.

### Fuel Expenses

Generally, a user claims mileage costs – not fuel costs – and never both. However, the tax on the fuel that will inevitably be used during mileage journeys can be subject reclaim. This feature allows the user to have mileage and fuel expenses on the same report, letting the company take advantage of the reclaim. The system reimburses the user for the mileage expenses as usual but not for the fuel expenses.

This section of this guide describes how to configure fuel expenses with a special spend category (Fuel for Mileage) as well as to be "personal" so the user is not reimbursed.

### Mileage Expenses

This section of this guide describes how to configure complex mileage rates.

## Valid Fuel Receipts

A valid fuel receipt is:

- a VAT receipt that is
- for the date of the mileage expense or earlier, and
- for the same fuel type as is used by the car in the mileage expense (e.g. petrol or diesel), and
- of a monetary value great enough to cover the potential VAT reclaim (users can use multiple receipts to achieve this)

## User Experience

In SAP Concur, users must use the *Fuel for Mileage* expense type for VAT Reclamation because it has a special mapping to the *Mileage* expense. When SAP Concur sees Mileage entries in a report, SAP Concur is, in the background, adding up the potential VAT reclaim using the Advisory Fuel Rates. The system warns users as soon as a Mileage expense is created that has is potential VAT reclaim.

The screenshot shows the 'Conference' report interface in SAP Concur. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below these are tabs for 'New Expense', 'Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A 'Hide Exceptions' link is also present. The 'Exceptions' section is highlighted with a red box, showing a table with columns 'Expense Type', 'Date', 'Amount', and 'Exception'. The table contains one entry: 'Personal Car...' with date '06/28/2016' and amount '€35.00'. The 'Exception' column contains a warning icon and the text: 'Warning: The VAT has not been recovered fully for this expense. Please add more Fuel receipts.' Below the table, there are buttons for 'Move', 'Delete', 'Copy', 'View', and 'Expense'. The 'Available Receipts' link is also visible at the bottom right.

Expense Type	Date	Amount	Exception
Personal Car...	06/28/2016	€35.00	Warning: The VAT has not been recovered fully for this expense. Please add more Fuel receipts.

The user may enter the expenses by clicking either **Quick Expenses**, or **New Expense**.

Regardless of the method used to create the expenses, the following are important key concepts for users to understand and remember:

- Users cannot add any available fuel receipt. They must use a receipt that is valid in relation to the mileage entries in this report (amount, date, VAT receipt, and so on)
- Users must submit their Mileage entries and their Fuel for Mileage entries using the same report

	Date ▼	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/01/2016	Personal Car Mileage	GBP 67.50	GBP 67.50
<input type="checkbox"/>	12/01/2016	Fuel For Mileage	GBP 5.00	GBP 0.00
<input type="checkbox"/>	12/01/2016	Fuel For Mileage	GBP 40.00	GBP 0.00

- Users must not use the Fuel expense type in this scenario because that is about reimbursement and nothing to do with VAT reclaim on driving

### Using Quick Expenses

The user creates the report and then clicks **Quick Expenses** to enter his/her mileage-based expense entries and fuel purchases.

	Date ▼	Expense	Amount
No Expenses Found			

The **Quick Expenses** appears. The user clicks the **Mileage Expenses** tab.

- On the top portion of the window – **Journey Details** – the user chooses a vehicle and expense type, and then enters the trip information.
- On the bottom portion of the window – **Receipt Details** – the user to provides the receipt information and attaches receipts as necessary.

Quick Expenses

Quick Expenses | Mileage Expenses

Journey Details | Add Row | Vehicle ID: Fixed rate car | Expense Type: Personal Car Mileage

Map	Transaction Date	City	Purpose of the Trip	From Location	To Location	Type Of Trip	Business Distance
>						Domestic	
>						Domestic	
>						Domestic	
>						Domestic	

Receipt Details | Add Row | Expense Type: Car-VAT

Transaction Date	City	Country	Currency	Payment Type	Amount	Receipt Status	Personal Expen...
>			USD	Cash		No Receipt	No
>			USD	Cash		No Receipt	No
>			USD	Cash		No Receipt	No
>			USD	Cash		No Receipt	No
>			USD	Cash		No Receipt	No

Save Cancel

Context Menu: Add a return Journey, Copy Journey, Delete Journey, Attach Receipt, Detach Receipt, Delete Receipt Row, Limousine, Parking, Personal Car Mileage, Subway, Taxi

! **IMPORTANT:** The **Receipt Details** pane displays **only** if the client has an expense type assigned to the Fuel for Mileage spend category.

This **Receipt Details** panel provides additional information about the fuel receipt and transaction:

- **Transaction Date:** Date of the fuel transaction
- **Country:** Country in which the transaction occurred
- **Payment Type:** Method of payment (cash or credit)
- **Currency:** Currency used to pay for the fuel
- **Amount:** Amount paid for the fuel
- **Receipt Status:** If a receipt is available
- **Fuel Type:** The type of fuel purchased (this list requires additional configuration as described below)

**NOTE:** The user must enter *Fuel for Mileage* expenses even if the company does not reimburse the expense, as this is mandatory justification for the VAT reclaimed for the mileage entries per the UK's HMRC.

### User Experience on the Individual Expense

The **Tax Amount** field shows the maximum potentially reclaimable amount of tax allowed for the journey and is compared to tax paid on Fuel for Mileage receipts on the same report. The **Reclaim Amount** is adjusted up to the available and unused amount of tax paid that has not yet been used on other mileage expenses.

## Additional Information

As with other types of expenses, the fuel receipt rows become individual expenses when the user saves the information.

- If there are multiple expense types configured to represent fuel for mileage, the user must select the appropriate expense type from the list above the table grid.
- The **Send Back Expense** should not be used on a Fuel for Mileage expense, as separating the expense from the corresponding mileage expenses will remove that amount of VAT from the available total for reclamation.

