



# BUSINESS TRAVEL GUIDE

For you to save as much as possible in Tax / VAT please attain correct invoices for:

Hotel services

Car rental and fuel

Meals

Transportation

Conferences

For Hotel Services , Car Rentals and Conferences please:

- Provide your company name and address when checking into hotel / collecting car hire keys
- Never accept documents stating: copy, duplicate, proforma, this is not a VAT invoice/receipt

### Special Notes:

- VAT cannot be recovered when booking with travel agents.
- Online Booking- when using Booking.com/Hotels.com/Expedia.com, select the option to pay at the hotel. That way, the hotel can issue a VAT invoice addressed to your company so you can successfully recover the VAT. Make sure to provide your company's name and address when booking the service.

### Translations per country:

#### English



#### Please give me:

- An original VAT invoice
- With my company name and address
- VAT rate and value shown

#### German



#### Ich möchte:

- Eine Original Rechnung für Steuer
- Mit meinem Firmennamen und Adresse
- MwSt. prozentsatz und berechnet

#### French



#### S'il te plait donnez-moi:

- Une facture Originale pour TVA
- La raison sociale et l'adresse
- Taux de TVA et valeur facturée

#### Spanish



#### Por favor proporcioneme lo:

- La facture de IVA original
- Con el nombre y la dirección de mi empresa
- Las cantidades desglosadas e IVA cobrado

#### Italian



#### Per favore dammi:

- Una fattura con IVA originale
- Con il nome e l'indirizzo della mia azienda
- Tasso di IVA e valore mostrato

#### Dutch / Flemish



#### Gelieve mij alstublieft het volgende:

- Een originele BTW-factuur
- Met mijn onderneming naam en adres
- BTW-tarief en weergegeven waarde



## Czech / Slovak



### Prosím dej mi:

- Originál daňový doklad / Původní DPH faktury
- Na mé jméno firmy ... s adresou / obchodným a adresou firmy
- ZUkazující výši a sazbu daně / Uvedením sazby DPH a hodnoty

## Bulgarian



### Моля да предоставите следните документи:

- Оригинална фактура , която съдържа ДДС
- Моля уточнете във фактурата данните на нашата фирма : име и адрес на фирма
- Процент на ДДС и стойността по фактура

## Hungarian



### Kérek szépen

- egy eredeti Áfás számlát
- a cégem nevével és címével
- megjelenítve az ÁFA százalékát és értékét

## Polish



### Proszę, daj mi:

- Oryginalna faktura PTU
- Z moją nazwą i adresem firmy
- Pokazana stawka PTU i wartość

## Swedish



### Var Snälla ge mig:

- Moms-faktura i original
- Med mitt företags namn och adress
- Moms och visat värde

## Danish



### Vil du være sød at give mig:

- En original moms-faktura
- Mit firmas navn og adresse skal anføres
- Undspecificerede beløb og opkrævet moms

## Finnish



### Anna minulle:

- Alkuperäinen alv-lasku
- Yritykseni nimi ja osoite
- Arvonlisäverokanta ja arvo

## Norwegian



### Vær så snill og gi meg:

- En original MVA faktura
- Med firmaets navn og adresse
- Momsverdien og verdien som vises

## Romanian



### Va rog sa ne furnizati urmatoarele:

- O factura in original care sa contina TVA
- Specificati pe factura datele de contact ale firmei noastre : numele si adresa firmei
- Procentul de TVA si valoarea indicate pe factura



[Click here for more information](#)

WAY2VAT is the only company today that provides a fully automated end to end VAT reclaim solution and an expense management ecosystem. Our patented and revolutionary artificial intelligence technology and "AIA" (Automated Invoice Analyzer) capabilities enables our one-click to claim solution for invoice capturing and travel report generation. WAY2VAT's cloud-based solution and big data analytics is available on smartphones and on the web...anytime, anywhere and in any language

