



# International Business Traveler Compliance

Processes, structure and compliance for your  
international business activities



**International projects and a mobile workforce mean that your business is faced with increasing regulatory requirements. Our integrated solutions enable you to keep track of your international workforce and to be legally compliant, so that you are prepared for audits and ready for the future.**

## The challenges

In the age of globalisation, the cross-border provision of services and international projects as well as international business travel have increased. Regardless of the duration and scope of international activities, complex national and international regulations need to be considered early on in the planning of an international business trip.

In order to ensure compliance you need comprehensive monitoring and flexible reporting of your employees' movements. You need to always be aware of your employees' current location and their travel destination. For an efficient workflow you need even more sophisticated solutions – for example filter options to guide you and help manage specific cases.

If compliance requirements are not met – knowingly or unknowingly – this could lead to serious consequences for your company and your employees. For example:

- Liability for executives
- Restricted access to markets
- Damage to reputation
- Penalties and tax payments
- (Personal) entry ban

## Our solutions

KPMG offers an integrated solution, including consulting on corporate and individual tax matters, social security, registration requirements regarding the EU Posted Workers Directive, immigration, labour law as well as consulting on your processes and structures (conceptualisation, processes, governance, policies). Additionally we offer technical solutions like the KPMG LINK Business Traveler Tool. We develop solutions based on your individual needs that fit your business model and risk profile. Our solutions are scalable to match the scope of your international business travel activities.

# Set off on business trips well prepared

## Optimisation of structures and processes

We follow a logical approach: First we analyse, then we conceptualise a solution on the basis of our findings and finally we implement it.

### From analysis to implementation in three steps



1

#### Risk Analysis/Status Quo Analysis

Analysis of your international activities and projects. The findings will be evaluated in light of your processes, governance structures and policies. This will lead us to your company's risk profile and compliance requirements.



2

#### Conceptualisation

Development of a tailored solution. We define target processes and align your governance structures and policies. Furthermore, we design a service concept that fits your company.



3

#### Implementation

We support you in implementing the new concept – if required including the implementation of the KPMG LINK Business Traveler Tool. The implementation will be accompanied with change management measures like staff training and communication.

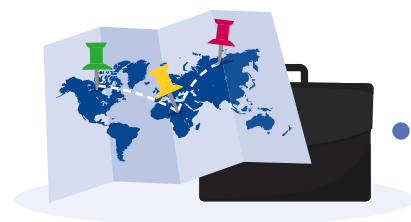
Source: KPMG, 2020

### Project execution with the KPMG LINK Business Traveler Tool – one of the market-leading technology solutions



#### Travel Assessment

Automated compliance checks in a matter of seconds after data input and presentation of the result using a traffic light system



#### Compliance Areas

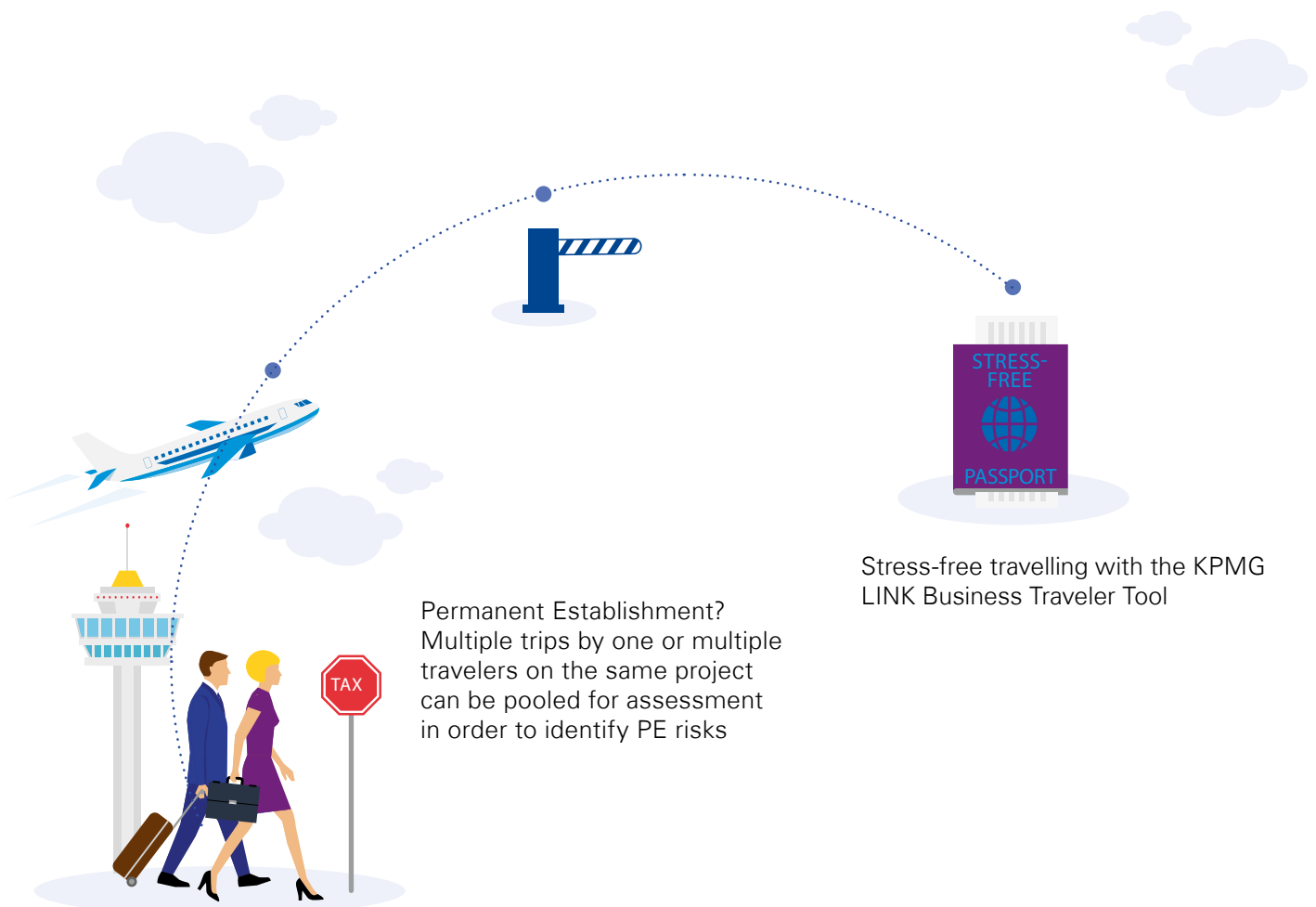
Immigration, social security, EU PWD, permanent establishment and income tax for more than 80 destination countries, including business trips from a third country to another third country



#### Workflow Management

With the workflow functionality you can reliably assign, document and monitor responsibilities

Source: KPMG, 2020



Permanent Establishment?  
Multiple trips by one or multiple travelers on the same project can be pooled for assessment in order to identify PE risks

Stress-free travelling with the KPMG LINK Business Traveler Tool

### KPMG Technology

The KPMG LINK Business Traveler Tool, one of the market-leading technology solutions in this area, automatically identifies compliance requirements of international business trips prior to departure and initiates their administration. The tool covers immigration as well as social security, EU registration (EU PWD), permanent establishment and individual taxes and focuses in particular on the identification of risks and process simplifications.

A configurable admin dashboard offers a concentrated overview of the volume of trips and risk cases, so that critical developments can be identified in real-time. There is an overview of all business trips with filter and search functions as well as several options for analysis (e.g. PE risks).

Optionally, the tool can be linked to payroll tax processes.

Furthermore, we provide you with a regular (quarterly) professional update for the tool and optional hosting functionalities.

### Ongoing administration of projects and business trips

Our portfolio also includes several services that can support you with the ongoing administration of compliance requirements. For example, we can provide a country-specific overview of the compliance requirements for a destination country, a standardised evaluation of individual projects and consulting on the organisation of your international activities.

### Ideally positioned for you

In our team you will find national and international specialists in the areas of tax, transfer pricing, immigration, HR, VAT, process consulting, technology, governance and change management. Needless to say, we also have practical experience with our own internal business traveler compliance process.



Some or all of the services described herein may not be permissible for KPMG audit clients and their affiliates or related entities.

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