



**BDO
QUICKTRIP**

THE BUSINESS
TRAVELLER TOOL

BDO

HELPING YOU MANAGE TAX AND IMMIGRATION FOR INTERNATIONAL BUSINESS TRAVELLERS

The world we live in is changing faster than ever before. Developments in technology and regulation, the increasing pace of globalisation and changes to long established business practices means that many business boundaries are changing or disappearing altogether.

BDO operates with a digital mind-set making our services more efficient and reinforcing our client service delivery. As a firm, BDO are investing in a number of innovative digital tools for our clients.

Adding to BDO's growing family of technology-driven services, I am delighted to share with you our latest tool, BDO QuickTrip.

BDO QuickTrip is an online platform and app which has been developed to help HR and finance teams manage the increasing number of tax and immigration challenges for their organisation and their growing international business traveller communities.

The platform enables employers to track their business travellers' international movement through the use of GPS, assisting both the employer and employee to monitor working time spent in each country to ensure clarity on tax compliance.

Business travellers can easily self-manage their travels automatically or take the option to disable GPS if preferred and input their travels manually.

BDO QuickTrip allows you to keep track of your business travellers and produce reports to help you manage the compliance obligations that could arise both for the traveller and the employer. The tool includes a system of alerts which warn you when a tax event could be on the horizon so that tax-efficient planning can be undertaken to minimise any unintended tax leakage from the business.

Designed to take the stress out of managing international tax affairs and reduce HR complexity, BDO QuickTrip puts employers in control. Combined with BDO's advisory services, this provides planning for business travellers on a global basis.

If you would like a free demonstration to see how BDO QuickTrip can assist your business, I would be delighted to arrange one for you.



ANDREW BAILEY

Partner, Head of Global Expatriate Services

THE INTERNATIONAL BUSINESS TRAVELLER

In our experience, the compliance and reporting risks that arise from regular business travellers are often overlooked.

The management of a globally mobile workforce has never been so important for employers.

International staffing trends over the past decade have continued to show a marked decline in the number of traditional long-term assignments, with an increasing shift towards shorter-term movements of employees. Alongside these short-term assignments, there has been a marked growth in the number of business travellers moved to work at short notice, often for unspecified periods or just on specific tasks, together with those commuters that constantly travel for business purposes to many locations.

Tracking these individuals and handling the compliance complexities that accompany them make them a particularly complicated group of employees to manage. However, allowing them to be overlooked carries high risks and potential costs.

National revenue authorities across the globe are now increasingly scrutinising internationally mobile

employees – they often see the higher likelihood of compliance failures as a reason to target employers to increase their tax take, with added revenue to be gained from penalties for non-compliance.

Some authorities now insist on compliance reporting of business traveller populations on an annual basis and employers signing an agreement to track them.

With the onset of the Base Erosion and Profit Shifting legislation (BEPS), the requirement for country-by-country reporting and the movement to more closely align transfer pricing practices with value creation, employers face an increasing need to monitor the whereabouts of their employees. It is increasingly important to understand what they are working on in each location to determine what part, if any, they may be playing in revenue creation in those locations.

WHAT SHOULD YOU BE THINKING ABOUT?

- Are you currently tracking your globally mobile workforce?
- Can you quickly run reports of real-time data to show employee travel patterns to aid compliance reporting?
- Can you easily identify potential taxable events as they arise?
- Can you get immediate support on unintended liabilities from subject matter experts?

If you need help with any of the above BDO QuickTrip can help you overcome these challenges and is backed by our global team of tax experts operating in 158 countries, who can address your queries and any compliance needs.



INTRODUCING BDO QUICKTRIP

OUR DIGITAL TOOL DESIGNED FOR BUSINESS TRAVELLER MANAGEMENT

BDO QuickTrip has been developed to help employers manage their business traveller populations as national revenue authorities across the globe take an ever closer interest in cross border tax issues.

BDO QuickTrip offers a dedicated, intuitive and secure HR portal allowing the employer quick access to all traveller information in real-time. The tool can run detailed analysis reports grouping items to aid all relevant reporting functions.

The traveller is provided with an easy to use smartphone app which enables them to enter their business trips manually, or using the GPS functionality within their phone. At the end of a business trip, a record of the trip can be downloaded for country tax reporting should the need arise.

Alerts are issued in the event of a taxable event (based on a continually managed research library of tax trigger points across the globe) enabling you to contact us to discuss any remedial action or planning required to ensure continued compliance and tax-efficiency.

KEY FEATURES

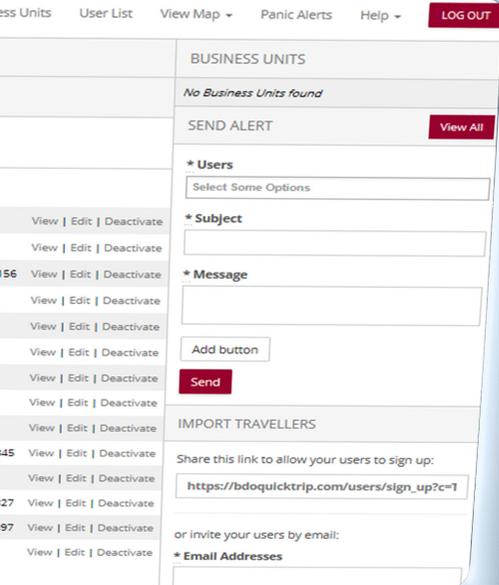
- Easy to use smartphone app for management of business travellers
- Enables tracking of business traveller movement via manual entry of trips or GPS
- Enables variety of management reports to be produced
- Alerts warn the traveller to contact HR in case of unintended liabilities or compliance obligations arising from travel
- BDO global expatriate tax experts in 158 countries on hand to provide supplementary advice to all compliance issues that may arise.



FIRST NAME	LAST NAME	HOME COUNTRY	CURRENT LOCATION	PHONE
Kelly	Traveller	Algeria	Algeria	
Teri	Daniels	Australia	Australia	
Frank	Spencer	United Kingdom	United Kingdom	+353868108
Aida	Rose	Brazil	Brazil	
Joseph	Bloggs	Argentina	Argentina	
Jill	knowles	Cayman Islands	Cayman Islands	
Gaby	Hall	Angola	Angola	
Simon	Cryene	Sri Lanka	Sri Lanka	
Adam	James	Germany	Germany	
Mary	Bugg	French Southern Territories	Australia	+4477401693
User	One	United Kingdom	United Kingdom	
David	Jones	Ireland	Ireland	+3538723253
Steph	Carr	United Kingdom	Gabon	+4475267328
User	Two	United States	United States	

BDO QUICKTRIP IN PRACTICE

THE TECHNOLOGY INTERFACE FOR HR AND GLOBAL MOBILITY PROFESSIONALS



BDO QuickTrip is available via the App Store and Play Store. Once downloaded, the user simply registers their personal details into the app and they're all set to go.

The upload of business travellers into the software can be managed on a person by person basis or we can help you with bulk updates for large teams. Bulk upload of centrally-provided travel data is also possible.

The system comes with training materials for both your HR and Global Mobility teams as well as the business travellers themselves, all of which can be downloaded from the BDO QuickTrip portal. There is also a live chat facility should any issues be encountered that cannot be resolved via reference to the user guides.

One of the key benefits to your HR or Global Mobility teams is the real-time monitoring of the travel of individuals which can be performed on a person by person basis or based on various datasets. Accessing this real-time data provides the means for your teams to produce vital reports for the wider business to monitor the traveller population and, ultimately, manage all of the compliance risks that a globally mobile workforce can produce.

HR PORTAL VIEW

Your dedicated HR portal enables you to:

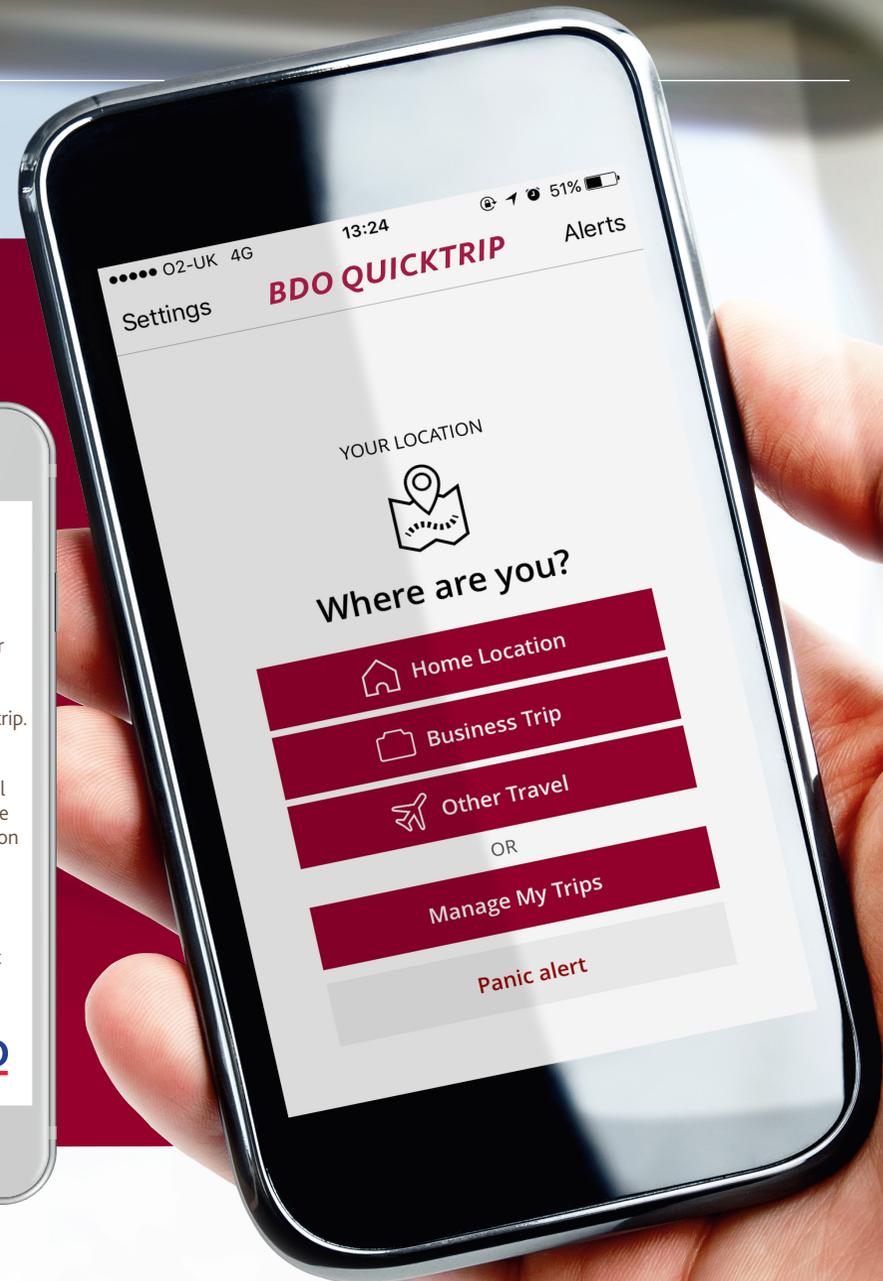
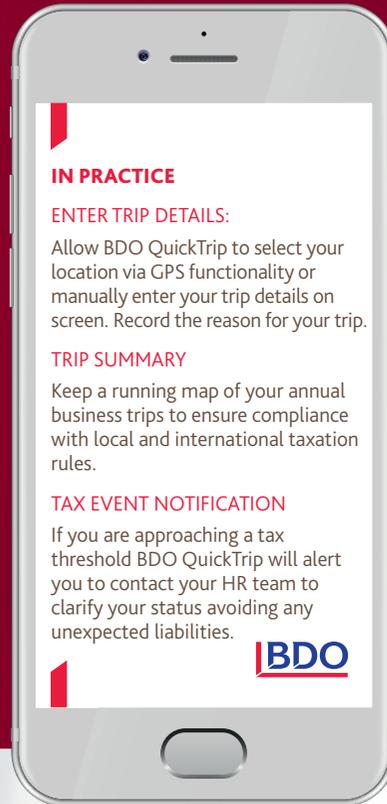
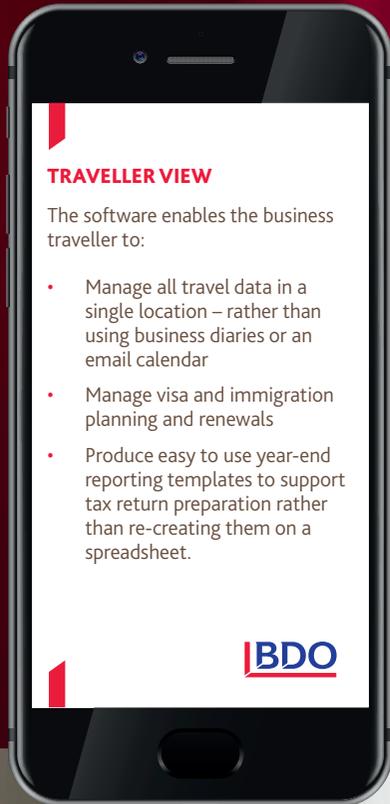
- ISSUE** alerts to all business travellers
- MANAGE** notifications issued to your business travellers
- TRACK** visa and immigration activity
- PRODUCE** reports to enable tax reporting or project management reporting.



BDO QUICKTRIP IN PRACTICE

OUR TECHNOLOGY INTERFACE FOR YOUR EMPLOYEES

BDO QuickTrip provides a quick and easy method for your business travellers to log their international travels. Entering a trip is a seamless process with or without GPS functionality enabled so your travellers spend as little time as possible inputting data.



A COMPREHENSIVE BUSINESS TRAVELLER TOOL

THE WIDER USES OF BDO QUICKTRIP

BDO QuickTrip enables organisations to satisfy national revenue authority obligations to track and report on business traveller locations, and ensure that individual travellers meet all compliance requirements.

BDO QUICKTRIP ALSO OFFERS:

ADDITIONAL TAX COMPLIANCE

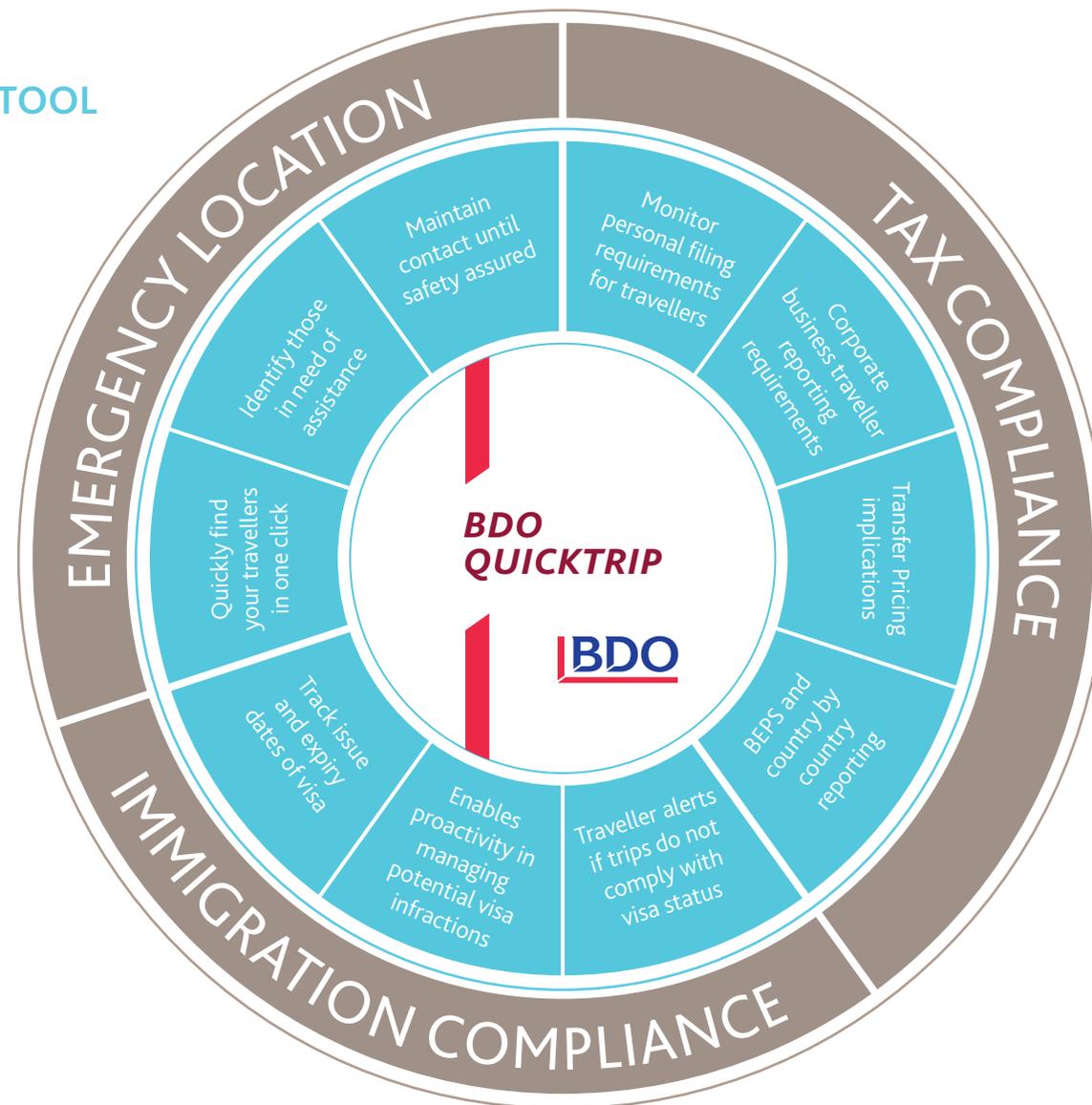
The onset of BEPS will make country-by-country reporting a real issue for multi-national businesses as well as the assessment and potential exposure to transfer pricing risks. The tool will enable project data to be extracted in order to help with reporting.

EMERGENCY LOCATION

The ability to locate, contact and assist affected employees quickly in situations of natural disaster or security threats, allowing the employer to actively manage the duty of care to their staff.

IMMIGRATION COMPLIANCE

The ability to track the issue and expiry dates of visas will give employers the opportunity to connect with their immigration advisers early and proactively manage potential breaches ensuring a more effective and compliant traveller population.



FOR MORE INFORMATION:

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