



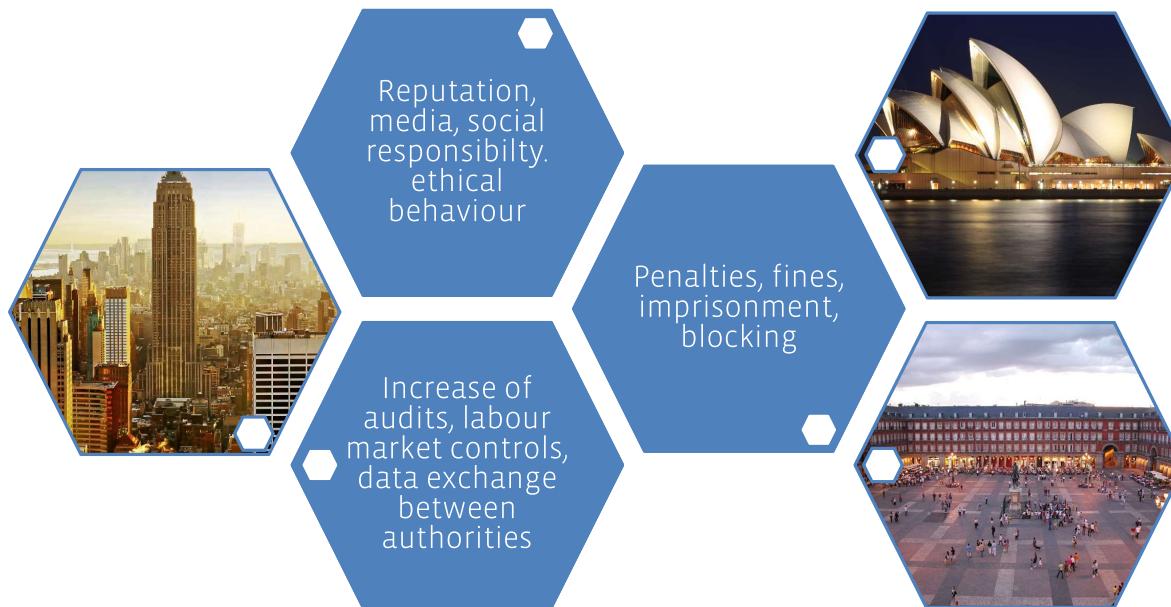
Coffee & Consulting @ your Desk:

Best practice regarding business
traveller compliance

Are you familiar with the challenges of
business travellers?

Business traveller compliance

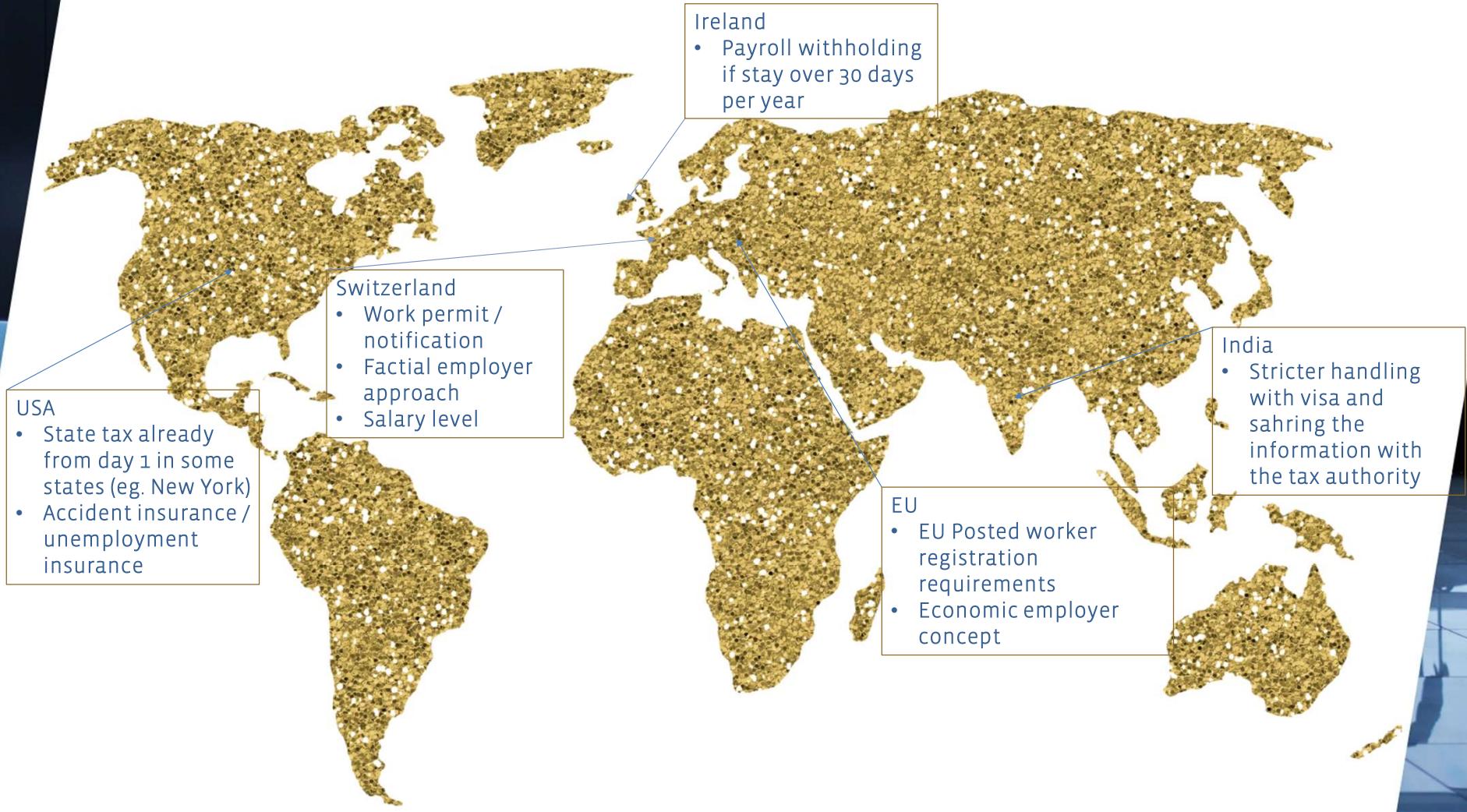
- What are the challenges / potential risks?
- Increase of scrutinizing business travellers from all authorities in any country



What are the challenges?



Compliance risks



How to be best prepared for the future?

- Analysis of current status
- Awareness of challenges and importance
- Defining processes (travel data, immigration, income tax, social security, labour law, reporting, data management, PE risks, year-end-requirements, payroll)
- Implementing travel / security systems / tools
- Defining responsibilities (HR, line manager, employee)



Regular communication and providing information to all stakeholders



Review checklist

1. • Travel data (Nationality, country of destination, duration)
2. • Review of immigration requirements
3. • Review of mandatory labour law requirements
• Minimum salary
4. • Review of income tax requirements
5. • Review of PE risk
6. • Review of social security requirements
• International health insurance coverage
7. • Review of payroll requirements
8. • Review of year-end requirements



10 small steps ahead

With our check-up tool, you can get a first assessment with our recommendation for any business trip.

We only need very little information.

You can check it out under:
<https://shop.convinus.com/pages/business-traveller-compliance-configurator>



Your Questions?

A photograph of a modern airport terminal. In the foreground, there are rows of blue, modern-style chairs for waiting passengers. Two people are seated in the middle row: a man on the left and a woman on the right, both facing away from the camera towards a large window. The window offers a view of the airport tarmac and some buildings outside. To the right, another person is seen from behind, walking away with a suitcase. The overall atmosphere is bright and spacious.

CONVINUS Milestones 2021



WE HAVE THE FULL COMPLIANCE-PACKAGE
NOW AVAILABLE FOR YOU

- CHECK-UP : BUSINESS TRAVELLER SUMMERY WITH ALL INFORMATION
- BEST PRACTICE FOR YOUR SUPPORT QUESTIONNAIRE FOR OVERVIEW
- YOU CAN CHOOSE YOUR PRODUCT FROM 15-MINUTES FREE CONSULTATION TO AN ASSESSMENT ADAPTED TO YOUR REQUIREMENTS



COVID conform 19

Intensiv Seminar:

Aktuelle Situation bei Mitarbeitereinsätzen zwischen Deutschland und der Schweiz

17. März 2021 von 9:00 - 12:00 Uhr

COVID conform 19 Intensiv Seminar:

Business Traveller in Switzerland - Tax, social security & immigration aspects

Language:

June 16, 2021 9:00 - 12:00 a.m. (CEST)

COVID conform 19 Intensiv Seminar:

(Shadow)Payroll - Herausforderung bei der Steuer und Sozialversicherungs-compliance

15. September 2021 von 9:00 - 12:00 Uhr

SOCIAL SECURITY • PAYROLL • TAX EQUALIZATION • THE RETURN • EXPAT AGREEMENT • IMMIGRATION POLICY • EXPAT PROCESSES • WORK PERMIT

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The background image shows a modern airport terminal with large windows overlooking a runway. Two people are seated in armchairs in the foreground, facing away from the camera. A large white circle containing a black exclamation mark is positioned between them. To the right, a man stands by a window, looking out at the tarmac with his luggage.

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