
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Holley Schramski <hschrams@UGA.EDU>
Sent: Tuesday, January 29, 2013 2:54 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Processing Invoices for Value Added Tax (VAT) Reclamation

This announcement is being posted to BAAF-L and Business-Serv-L lists. Please share this information with faculty and staff in your unit who have international projects that may be subject to a Value Added Tax (VAT).

To: UGA Business Affairs Personnel

From: UGA Accounts Payable Department

Subject: Processing Invoices for Value Added Tax (VAT) Reclamation

Frequently, international travel expenses contain a Value Added Tax. Value Added Tax (VAT) is a national sales tax on goods and services that is levied by many countries around the world. Business/official related expenses, including travel expenses, may qualify for a full or partial refund of the VAT monies collected.

The University of Georgia contracts with Universal VAT Services (UVS) to recover Value Added Tax commonly charged on expenses associated with traveling abroad in eligible countries. Some qualifying expenses are: travel expenses (hotels, car rentals, ground transportation, meals banquets), expenses associated with seminars, conferences, training, workshops, tradeshow, recruiting fairs, overnight courier expenses (abroad), expenses related to foreign campuses, and other expenses abroad (warranty services, installation services, relocation expenses, parking and telephone expenses).

Original invoices are required to be submitted to UVS for VAT reclamation. Departments should use the VAT Cover Sheet at http://www.busfin.uga.edu/accounts_payable/vat_coversheet.pdf to submit original invoices to UVS.

Please maintain a copy of the cover sheet and invoices sent to UVS for audit purposes. Many grant accounts require supporting documentation for the life of the grant plus several years. VAT refunds will be returned to your department by UVS at the address provided on the cover sheet. The VAT refunds should be deposited as an expense credit to the account and object code that the expenditure was originally charged. If the account is no longer active or was a state account that is no longer used, please contact Allison Davis (ahdavis@uga.edu) in the Accounting Department to determine what type of account the refund should be deposited.

For additional information, please visit http://www.busfin.uga.edu/accounts_payable/vattax.html.

Questions can be directed to Jennifer Collins (jfinch@uga.edu) or Andre Simmons (asimmons@uga.edu)