

Value Added Tax (VAT) Checklist

- ✓ When travelers are on OCONUS travel, please verify if the country they visited is a Value Added Tax Country at (<http://www.travel.psu.edu/valueaddedtax.shtml>).
- ✓ If it is a VAT Country, the traveler should be aware of the items that will receive the VAT so they can be reimbursed for the tax. For the participating Countries, go to (<http://www.travel.psu.edu/parameters.shtml>).
- ✓ Reimbursement of the tax is simple. The traveler needs to make sure they have the original receipt showing the VAT, then a Value Added Tax Reclamation Receipt Transmittal is completed at the same time of settling the travel. Once this form is submitted, a tracking number will be issued for this reimbursement, print it out . Attach the original lodging receipt to the Value Added Tax Reclamation Receipt Transmittal and send it to Accounting Operations, 315 Rider 1, University Park.
 - Example: Traveler went to United Kingdom and the hotel bill shows VAT tax. The traveler will turn in the original receipt attached to the Value Added Tax Reclamation Receipt Transmittal cover sheet.
- ✓ Once the credit is received, it will be credited to the budget indicated on the transmittal. It could take several months to receive the credit.