



MEMENTO

TRAVEL & ACCOMMODATION EXPENSES 2022

In Luxembourg the travel expenses for business trips are reimbursed either based on actual expenses or based on per diems.

The applicable rules have been amended by the government regulation of 15 December 2021, which entered into force on 1 January 2022¹.

I. General principles

The reimbursement by the employer of travel and accommodation expenses for business trips incurred by the employee (called travel and accommodation expenses) is possible in two ways:

- ▶ Either the employer reimburses the actual expenses to the employee based on valid receipts
- ▶ Or the employer pays per diems to the employee. If the per diems do not exceed the thresholds set by the regulation in force, they are tax free and not subject to social security contributions. The amounts of per diems exceeding these thresholds are subject to taxes and social security.

The reimbursement of actual expenses on presentation of valid receipts does not require any comments.

The system of per diems is further explained under points II to VI.

II. Lump sum reimbursement of travel expenses for business trips

Genuine transport costs and ancillary costs in relation with this transport are concerned. A distinction shall be made between business trips by public transport and business trips with private car.

A. Business trips by public transport

There is no applicable table for the lump sum reimbursement for business trips with public transport. The reimbursement has to occur based on the actual expenses duly documented by valid receipts.

B. Business trips with private car

If the employee uses his own car for business trips, the employer may pay him a tax free mileage allowance of € 0,30 per km. It is a fixed amount which applies no matter the number of kilometers in a year or the type of car.

¹Memorial A no. 882, 17 December 2021



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III. Principle of reimbursement of accommodation expenses for business trips

The lump sum reimbursement of the accommodation expenses (per diems) includes a day compensation and a night compensation. The amounts depend on the country where the employee is on business trip.

A. Day compensation

This per diem covers meal expenses during business trips.

It is granted for each full day or part day during which the employee is on business trip.

No receipts are required for the granting of the day per diem.

B. Night compensation

The night per diem covers the price for the hotel room including breakfast, service and related taxes.

Although it is a lump sum regime, the full night per diem can be granted only if valid receipts are submitted to the employer. In absence of such documents, a reduced compensation equal to 20 % of the full compensation can be granted free from taxes and social security contributions.

IV. Per diems for business trips inside Luxembourg

The following day and night per diems are applicable for business trips inside Luxembourg:

| Day compensation € | Night compensation € |
|--------------------|----------------------|
| 14 | 56 |

V. Per diems for business trips abroad

The day and night per diems for business trips outside of Luxembourg depend on the country where the employee is on business trips. The applicable day and night per diems are detailed in the table below.

Business trips within a perimeter not exceeding 25km beyond the Luxembourg borders are assimilated to business trips inside Luxembourg.

For the countries which preside the Council of the European Union, the applicable night per diems are increased by 10 % during the period of the presidency.

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| Country / City | Day compensation (€) | Night compensation (€) |
|---------------------------|----------------------|------------------------|
| Albania | 30 | 70 |
| Tirana | 45 | 140 |
| Austria | 50 | 160 |
| Vienna | 60 | 200 |
| Belgium | 50 | 150 |
| Brussels | 60 | 220 |
| Bosnia-Herzegovina | 40 | 90 |
| Sarajevo | 70 | 160 |
| Bulgaria | 50 | 180 |
| Canada | 60 | 170 |
| China | 60 | 200 |
| Beijing | 80 | 240 |
| Hong Kong | 80 | 330 |
| Shanghai | 70 | 285 |
| Croatia | 40 | 100 |
| Zagreb/Split | 70 | 190 |
| Cyprus | 60 | 210 |
| Czech Republic | 40 | 120 |
| Prague | 60 | 170 |
| Denmark | 70 | 200 |
| Copenhagen | 90 | 220 |
| Estonia | 35 | 85 |
| Tallinn | 55 | 175 |
| Finland | 80 | 230 |
| France | 60 | 170 |
| Paris | 60 | 250 |
| Strasbourg | 60 | 230 |
| Germany | 60 | 195 |
| Berlin/Munich | 60 | 200 |
| Greece | 50 | 130 |
| Athens, Thessaloniki | 50 | 180 |
| Hungary | 50 | 120 |
| Budapest | 60 | 200 |
| India | 60 | 200 |
| New Delhi/Mumbai/Calcutta | 60 | 250 |
| Ireland | 65 | 180 |
| Dublin | 70 | 220 |
| Italy | 60 | 180 |
| Rome/Venice | 70 | 220 |
| Japan | 100 | 220 |
| Tokyo | 100 | 260 |
| Kazakhstan | 60 | 180 |
| Astana | 60 | 250 |

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| Country / City | Day compensation (€) | Night compensation (€) |
|----------------------|----------------------|------------------------|
| Kazakhstan | 60 | 180 |
| Astana | 60 | 250 |
| Latvia | 35 | 110 |
| <i>Riga</i> | 60 | 180 |
| Lithuania | 45 | 110 |
| <i>Vilnius</i> | 55 | 195 |
| Monaco | 80 | 250 |
| Netherlands | 50 | 180 |
| <i>The Hague</i> | 60 | 210 |
| Norway | 80 | 230 |
| Poland | 50 | 160 |
| <i>Warsaw</i> | 60 | 210 |
| Portugal | 50 | 150 |
| Lisbon/Porto | 60 | 185 |
| Rumania | 40 | 120 |
| Bucharest | 60 | 200 |
| Russia | 40 | 125 |
| Moscow | 90 | 250 |
| St. Petersburg | 80 | 240 |
| Singapore | 80 | 250 |
| Slovakia | 35 | 120 |
| Bratislava | 60 | 170 |
| Slovenia | 40 | 120 |
| Ljubljana | 60 | 170 |
| Spain | 50 | 180 |
| Madrid/Barcelona | 60 | 210 |
| Sweden | 80 | 230 |
| Switzerland | 75 | 220 |
| Zurich/Geneva | 80 | 240 |
| Thailand | 60 | 150 |
| Bangkok | 70 | 220 |
| Turkey | 40 | 120 |
| Ankara/Izmir | 50 | 190 |
| Istanbul | 50 | 210 |
| Ukraine | 50 | 120 |
| Kiev | 60 | 220 |
| United Arab Emirates | 80 | 220 |
| United Kingdom | 70 | 200 |
| London | 90 | 270 |

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| Country / City | Day compensation (€) | Night compensation (€) |
|-----------------|----------------------|------------------------|
| USA | | |
| New York | 80 | 170 |
| San Francisco | 100 | 230 |
| Washington | 85 | 210 |
| Other countries | 85 | 210 |
| | 70 | 200 |

VI. Per diems for business trips from abroad to Luxembourg

These per diems concern employees normally working abroad and travelling to Luxembourg on the occasion of a business trip.

The following amounts are applicable:

| | Day compensation € | Night compensation € |
|------------|--------------------|----------------------|
| Luxembourg | 60 | 180 |
| Kirchberg | 60 | 200 |

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