



For advice on reclaiming UK VAT the following contacts may be of use to you. Inclusion in this list of agencies does not imply a recommendation on the part of the British Tourist Authority.

HM Customs & Excise	Vatback/Busivat Tax Free
VAT Overseas Repayment	Services
8th/13th Directive	PO Box 243
Custom House	Reigate
Londonderry BT 48 7AE	Surrey RH2 9YS
Northern Ireland	Tel: +44 1737 229400
Tel: +44 2871 376200	Fax: +44 1737 229408
Fax: +44 2871 372520	www.taxfree-services.com
www.hmce.gov.uk	

In the UK

FEXCO Tax Reclaim
6 King Street Cloisters
Clifton Walk
London W6 0GY
Tel: +44 20 8563 6691
Fax: +44 20 8563 6690
www.fexco.com/services

Quipsound
European VAT Recovery
The Town Building
London Road
Westerham
Kent TN16 1UT
Tel: +44 1959 561717
Fax: +44 1959 564740
www.quipsound.com

PricewaterhouseCoopers
89 Sandyford Road
Newcastle upon Tyne NE99 iPL
Tel: + 44 191 232 8493
Fax: +44 191 230 3091
www.globalvatonline.com

In the USA

Clark Eide Inc.
903 West 6th Road
Gilmer NE 68841
Tel: (800) 388 5612
Fax: (219) 233 0894
www.cei-vat.com

Euro VAT Refund
5173 Overland Avenue
Culver City CA. 90230
Tel: (800) 828 0609
(310) 204 0805
Fax (310) 841 0672
www.eurovat.com

**“Travelling to the UK on business
is not as expensive as you
think...the UK provides more
opportunities for reclaim of
business expenses than any of
its European neighbours’.”**

Nancy Eide, Clark Eide Inc

Important Note: The information in this leaflet is given in good faith and every effort has been made to ensure its accuracy. The British Tourist Authority can accept no responsibility for any error or misinterpretation. All liability for loss, disappointment, negligence or other damage caused by reliance on the information contained in this publication is hereby excluded.

BRITISH TOURIST AUTHORITY

British Tourist Authority June 2001

Published by:
Business Tourism Department
British Tourist Authority
Thames Tower
Blacks Road
London W6 9EL

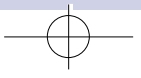
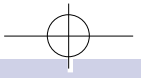
Tel: +44 20 563 3251
Fax: +44 20 563 3257
www.visitbritain.com
www.conventionbritain.org



It's your money!

**Reduce your
UK Business Expenses**

A Guide for International
Organisers of UK Events





Did you know you may be able to reclaim up to one sixth of the costs of your UK business programmes and expenses by reclaiming the Value Added Tax (VAT) you have paid in the UK?

Reclaiming your VAT is easy, thanks to the efficient system of the UK VAT refund authorities and the wealth of practical help and advice available.

What is Value Added Tax?

VAT, unlike a sales tax, is already included in the price of most goods and services in all EC countries. In the UK, with few exceptions, just one rate of VAT is charged.

Do I have to pay VAT?

Yes, you will have to pay VAT on most goods and services purchased for your event but reclaiming VAT is easy.

Is VAT payable on everything?

The following are some of the items exempt from UK VAT - public transport, coach travel, air travel, taxi fares, magazines & books.

Which part of my costs can I reclaim?

You can include in your claim for VAT refund your general business expenses for example -

- Conference & Exhibition Expenses, including space hire & contractors' fees
- Hotel Rooms
- Food / Drink
- Car Rental
- Professional Fees
- Telephone & Fax
- Secretarial Services

Are procedures different for EC and Non EC countries?

Yes. VAT reclaim advisors and HM Customs and Excise staff can help you to make your claim.

What must I have to support my claim?

Your original invoices, not copies, showing the amount of VAT you have been charged and a certificate of status.

When can I make my claim?

As soon as you have your invoices. A deadline exists of December 31st for claims occurring in the year running from July 1st - June 31st.

Can I get help to make a claim?

Yes. Seek advice as soon as you start planning your next event. Though VAT reclaim companies will charge a fee or commission for their services, you can still reduce the overall cost of your event by a significant amount.

How long does it take to process my claim?

Claims are usually paid within 3 - 6 months.

Is the VAT on business expenses all that I can claim?

Don't forget many international visitors may reclaim the VAT paid on their personal purchases in the UK including souvenirs, clothing and leather goods.

