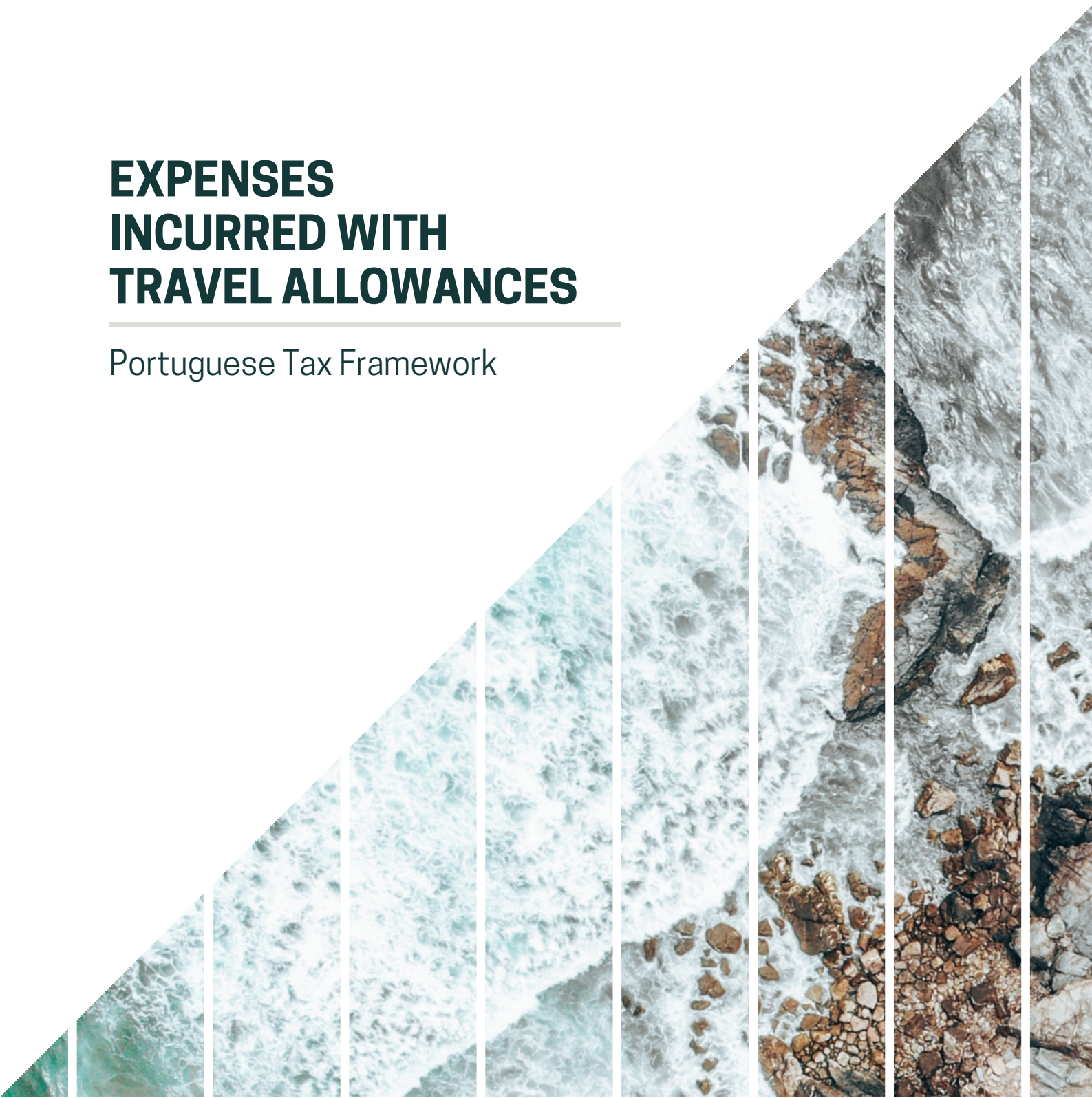


INFORMATIVE NOTE

APRIL 2023

EXPENSES INCURRED WITH TRAVEL ALLOWANCES

Portuguese Tax Framework



EXPENSES INCURRED WITH TRAVEL ALLOWANCES

The expenses incurred with (travel) allowances is nothing more and nothing less than a **financial compensation paid to the employee** for travelling from his usual place of work to perform a specific function in the service of the company.

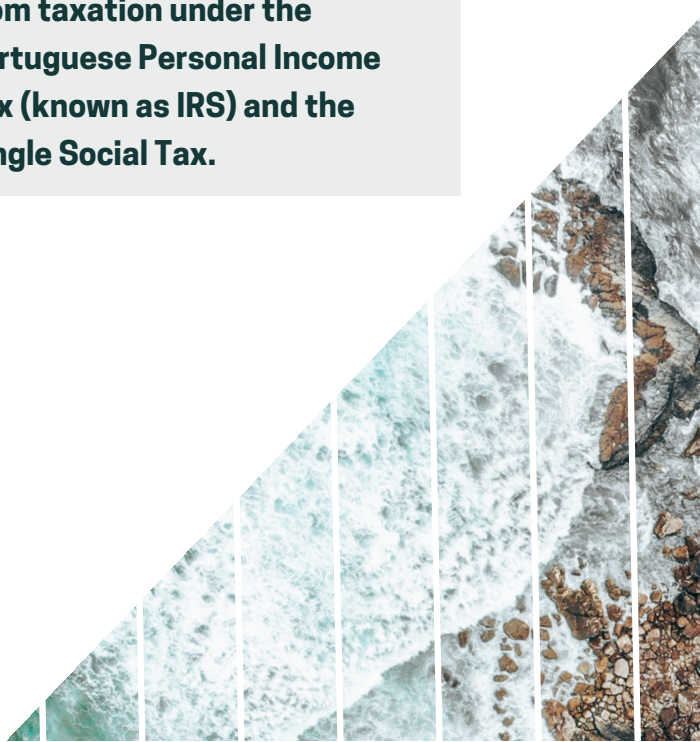
Expenses related to accommodation, meals and transport, whether by public or private means of transport, or through the use of one's own car, are considered as such.

However, the employee will only be entitled to receive travel allowances if the travel takes place to:

- An additional 20km (in case the journey takes less than 24h); or,
- more than 50km away (if the journey takes more than 24 hours).

The limits to be applied are defined for the public sector, serving as a reference for application in the private sector.

The amounts paid that do not exceed these limits are exempt from taxation under the Portuguese Personal Income Tax (known as IRS) and the Single Social Tax.



EXPENSES INCURRED WITH TRAVEL ALLOWANCES

INFORMATIVE NOTE

REFERENCE VALUES

TYPE OF TRANSPORT	DAILY ALLOWANCE/KM
By own vehicle	€ 0,36
In public transport	€ 0,11
In a non-automotive motor vehicle	€ 0,14
By rental car	
1 employee	€ 0,34
2 employees	€ 0.14
3 or more employees (each)	€ 0,11

REFERENCE VALUES

APRIL 2023

EXPENSES INCURRED WITH TRAVEL ALLOWANCES

INFORMATIVE NOTE

TRAVEL AND ACCOMMODATION		DAILY ALLOWANCE
On national territory		
- Workers in general		€ 50,20
- Directors, Managers and Senior Management		€ 69,19
Abroad		
- Workers in general		€ 89,35
- Directors, Managers and Senior Management		€ 100,24
PAYMENT MEAL ALLOWANCE		DAILY ALLOWANCE*
- Cash		€ 6,00
- On meal vouchers or cards		€ 9,60

REFERENCE VALUES
APRIL 2023

*Values in vigour from 1 May 2023.

EXPENSES INCURRED WITH TRAVEL ALLOWANCES

INFORMATIVE NOTE

Notwithstanding the above, it should be taken into consideration that if the travel allowances are not invoiced to clients and whenever there is no justification statement for each payment made, these **will be subject to an autonomous taxation of 5%** over the limit exempt from IRS and Single Social Tax applicable to the worker.

The supporting map must mention: the place, duration and purpose of the journey and identification of the means of transport as well as the kms travelled.

Laura Mascarenhas
Consultant
Tax & Audit

PORTUGUESE TAX FRAMEWORK

APRIL 2023





How can XL Conta help

Our team is prepared to provide assistance in this subject, in particular:

Salary processing & Payroll (incl. Map of expenses incurred with travel allowances)

Human Resources Management & Advisory Services

Declarative obligations (Tax/IRS and Social Security)

XLCONTA
CONSULTORES & ASSESSORES

✉ geral@xlconta.com

☎ +351 281 320 960
(Chamada para a rede fixa nacional)

🌐 XL Conta - Consultores e Assessores

📷 xl_conta

