Santa Fe Immigration

BUSINESS TRAVEL TOOL ²·⁰

At times of international emergency, do you know where all your business travellers are or where they have been?

Our Business Travel Tool (BTT) is a proven solution for helping businesses and their employees manage the immigration, tax and social security compliance risks of short to medium term business travel.

When borders get closed suddenly, it's easy for your people to get caught in the wrong location. Or if they rush home in a hurry, paperwork might be their last consideration. But do you know where they are at any given point in time and is finding that information time consuming and difficult?

Being in a different country, or even a different location, may require a new business visa to be obtained or amended, which may be difficult if government offices are closed. Our immigration specialists are working round the clock to keep track of the requirements in every country, and any support measures.

So, if you are caught somewhere you didn't expect to be, let us know and we can help you get your status legalised, so you can move again when the world opens up again.

We make it easy

Search **"Santa Fe Business Travel"**
for more details on our Business Travel Tool,
or contact your local Santa Fe representative.

SANTA FE
IMMIGRATION

Risk and compliance

+ Our research suggest that organisations manage risk and compliance within functional structures and thus segment their risk and compliance profiles.
+ Potential breach can lead to sizeable penalty regimes.
+ Obtaining the appropriate immigration documentation becomes ever more important – especially when it includes new destinations that are unfamiliar to the HR or Global Mobility teams.

+ Rules differ by country and can change at a moment's notice, as the immigration landscape becomes more dynamic.
+ Immigration, customs and tax authorities worldwide are continuing to shift compliance responsibilities for business travellers on industry.
+ Government agencies now have enhanced access to business traveller data from airlines and modern technology to properly enforce these schemes.

The business problem summary

Payroll	**Tax/Finance**	**Immigration**	**Legal**	**Travel/Security**
Witholding; In country reporting; Domestic state reporting; Gross up.	BEPS; Gross up; country by country; Reporting; Permanent establishment.	Pre-trip assessment; Visa infractions; Visa expert status; Automated exchange of information; BEPS.	Corporate reputation; Fines and penalties; Embargoes; Permanent establishment; BEPS.	Duty of care; Emergency location; Family of assignee; Traveller wellness.

Functionality

App based business traveller management tool	**GPRS enabled travel tracking**
▶ **Manages**	▶ **Supports**
+ Pre-trip business visa/work permit compliance advice. + Travel approvals system. + Payroll reporting. + Production of documents e.g. A1, invite letters, etc.	+ Live taxation compliance with real time alerting and post trip reporting. + Live immigration compliance with real time alerting including visa and passport expiry alerts. + Live social security compliance including posted worker notification alerts. + Real time traveller location. + Integrated capabilities with other HR/travel systems.

Ease of use

▶ **Easy to use mobile phone app for travellers to keep in control of their business trips and stay compliant.**

▶ **Can be integrated with other systems such as travel management companies, expenses and payroll systems.**

About Santa Fe Relocation

Santa Fe Relocation is a Global Mobility company specialising in managing and delivering high-quality relocation services worldwide. Our core competence is providing services that help corporations and their employees as well as individuals and their families to relocate and settle in new places. These services are delivered to a consistently high standard, locally and globally, and managed through our own operations around the world. For more information, visit us at **santaferelo.com**

We make it easy