**FASoS Guideline for foreign business trips 17 December 2019, cwU19.0773**

When you are temporarily (between six weeks and five years) posted outside the Netherlands due to work-related activities, you will need to report your foreign stay by conducting the following steps.

1. Inform your line manager and the Head of Department about your intentions to go abroad for work, and ask for permission[[1]](#footnote-1).
2. After approval of your business trip by the Head of Department, please inform the secretariat of your department and the HR assistant about your trip **at least two months before departure.**

The HR assistant will provide you with the Outgoing Information Form. Please fill the first two pages of this form, and provide the secretariat and the HR assistant with the necessary information and attachments. Attachments to be included are:

* 1. The invitation letter from the foreign university / organisation
	2. When applicable: Proof of grant or allowance(s)

**In case HR is not involved in a timely manner in your intentions to plan a business trip, Maastricht University is not able to take responsibility regarding the arrangement of necessary social insurances, travel insurance, financial benefits, etc.**

1. Travel to risk areas

As an employer, UM is obligated to support those employees who travel to risk areas for their work by providing them with guidelines and recommendations.

In case you intent to plan a business trip to (potential) risk areas, approval of **every trip** by the Executive Board is required. **This does not only count for trips longer than six weeks!**

For more information on trips to (potential) risk areas, please see the following UM website: <https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/mobility/business-travel-risk-areas>

For more information on the current risk status of countries, please see the following Dutch Government website: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>

1. You will decide whether you want to apply for the 30% rule, and you are requested to inform your HR assistant on your choice. The 30% rule enables the employer to furnish 30% of the wages, as a non-taxable allowance for the additional costs of the employee’s temporarily residing in another country. The 30% rule can only be applied for by the employer in collaboration with the employee. You are not allowed to personally submit applications to the Dutch Tax Office. The Knowledge Centre for International Staff (KCIS) is responsible for 30% rule eligibility advice and applications. **Please note that you cannot claim additional allowances for working and living abroad when the 30% rule has been applied.** For questions regarding the 30% rule, please contact the KCIS.
2. The HR assistant will fill the third page of the form. Questions regarding the form can be addressed to the HR assistant.
3. The HR assistant will inform the KCIS about your business trip and about your choice regarding the 30% rule, and will draw up a letter for you confirming the following
	1. The exact dates of your Outgoing period
	2. Your salary will continue to be paid
	3. You will continue to participate in the ABP pension scheme, i.e. you will continue to pay pension contributions.
	4. Any damage you cause to third parties during your stay will be covered by Maastricht University’s legal liability insurance.
	5. When applicable: Information regarding the 30% rule.

It is possible to add tailor-made information to this letter, for example when necessary for receiving visa. In this case, please draft the **exact** information that should be added to the letter.

The letter will be signed by the director of FASoS on behalf of the Executive Board, and will be send to your home address.

1. The KCIS will inform you on financial matters, social security, travel and health insurance. KCIS cannot assist you with immigration procedures for countries other than the Netherlands. Please contact the embassy or consulate-general in the Netherlands of the country where you will be posted for more information if needed.

For more general information on foreign business trips, please visit the following KCIS website: <https://www.maastrichtuniversity.nl/support/um-employees/you-and-your-work/knowledge-centre-international-staff/outgoing-staff>

**Information for non-EU employees:**
You are allowed to stay short periods abroad with your Dutch residence permit. During these short periods, you may not move your main residence, because this will have serious implications for your residence and work permits.

The period of time that you are allowed to stay outside the Netherlands depends on your residence permit and is usually maximized to a period of eight months. You do have to continue to meet the conditions for your Dutch residence permit at all times, also when residing abroad.

We wish you a good and insightful business trip!

1. Permission may be denied, for example, when the travel coincides with work-related activities that should be performed in Maastricht, in case of insufficient available travel funds, and when there are restrictions related to traveling to risk areas. [↑](#footnote-ref-1)