

GST

Work Plan

Purpose and Limitation

This document serves as a framework for an identified work plan detailing action steps to be taken by the project team. This document may draw information from previous deliverables to describe areas of review and sets out the scope in which the project will operate within.

Penang Global Tourism
Sdn Bhd ("PGT")

Work Plan:

GST 20 – Reimbursement of Staff Expenses / Claims

Work Stream Lead	Pauline / Jason / Michelle
Team Members	<i>[To complete]</i>



Work to be done

1. Identify all types of reimbursement claims made by staff of PGT.
2. Categorise reimbursement claims as business expenses or private expenses.
3. Review and establish systems and processes to deal with reimbursement claims to ensure that input tax claims are maximised and that blocked input tax is not claimed.
4. Establish a standard policy on employees reimbursement (e.g. fringe benefits, business expenses, etc.) taking into the consideration the following requirements:
 - Valid tax invoice to be provided by employee (tax invoice must be in the name of the relevant entity claiming the input tax)
 - GST is genuine (i.e. issued by GST registered supplier)
 - Where no valid tax invoice provided (i.e. PGT cannot claim input tax), to consider whether PGT to absorb cost of GST not claimable, or, to disallow reimbursement of GST element to the employee.
 - No input tax is claimed by PGT where it is disallowed. For example:
 - o No valid tax invoice available
 - o Expenses relate to blocked input tax items
 - o Expenses where foreign GST/VAT is incurred (foreign GST/VAT cannot be claimed under Malaysian GST system)
5. Establish processes, documentation and system changes required to implement policy.
6. Ensure record keeping requirements are adequate for GST purposes.
7. Update current processes and systems to reflect the GST treatment.
8. Educate staff on processes and systems changes.