



Travel and Workday Calendar

As part of your international assignment it is important that you track not only your “**work**” and “**non-work**” days for the *entire* calendar year (including any days pre or post assignment), but also that you track where these days were spent (i.e., in what country were you physically located).

Why is this information so important?

The details of your work and non-work days are **critical** for tax purposes to determine, for example, the “source” of your income, or whether you might be exempt from host country tax by virtue of an income tax treaty or under local law. Proper and consistent completion of the Travel and Workday Schedule will help you track your work and non-work days in the respective location(s) on a timely basis, and will help us to ensure your tax obligations are minimized in both the home and host locations.

The following terms and definitions are relevant for purposes of completing your calendar:

§ **Home Country**

Your country of origin.

§ **Host Country**

The country where you will be on assignment.

§ **Other Country**

Any other country you may go to and/or visit for work or personal days while on your foreign assignment.

§ **Work day**

A day you spent working.

§ **Non-work day**

Vacation, holiday, sick time, etc. We do not need to know what you did during your non-work day, but we do need to know the number of days not worked.

Congratulations on your foreign assignment! A foreign assignment, whether short or long term, is an exciting adventure--both professionally and personally. We, at Global Tax Network, wish you the best with yours.