USER GUIDE

NL Reiskostenvergoeding

Untaxed km and home-working rates per year, monthly declarations, the 214 / 128-day reconciliation and a yearly overview

English

Odoo 18 · 19 · 20 · **support@pokutsoft.com** · pokutsoft.com

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1. Overview

Dutch employers may pay a commuting allowance up to an untaxed rate per kilometre and an untaxed home-working allowance per day. This module computes both per employee and month from the commute distance and the days worked at the office or at home, flags the part paid above the untaxed amount as taxable, builds the declarations for all employees in one batch and reconciles a fixed allowance at year end against the 214-day and 128-day rules.

2. Features

- **Rates per year**: Untaxed km rate and home-working rate per year with the official source and the date it was read; shipped from 2023, 2026: EUR 0.25 per km and EUR 2.45 per day. A year without a row is flagged and cannot be validated.
- **Policies**: Per actual commute day, fixed allowance on the 214-day basis or public transport; optional cap on the one-way distance, home-working on or off and a taxable employer top-up.
- **Monthly declaration**: Travel = one-way km x 2 x commute days x km rate, home-working = home days x day rate. A day cannot be both: commute plus home days may not exceed the working days.
- **Taxable excess**: An amount paid above the untaxed total is shown as taxable excess and noted on the declaration.
- **Batch builder**: For a month, one declaration per employee with a commute distance, from the employee defaults, with a CSV export.
- **Year-end reconciliation**: Fixed allowance against the actual commute days: the 128-day threshold scales with the assumed days, above 75 km one way the actual kilometres always count; the correction is taxable wage.
- **Yearly overview**: Per employee: months filed, commute and home days, travel and home allowance, taxable excess and home-working ratio.
- **Access**: HR officers declare and reconcile; managers keep rates and policies and build the monthly batch.

3. Installation

Open Apps, search for “NL Reiskostenvergoeding” (technical name nl_reiskostenvergoeding_thuiswerk) and install it. Required modules: hr, mail. Available for Odoo 18.0, 19.0 and 20.0.

4. Workflow

1. Check the rates of the year under Rates and create the policies under Policies (manager).

2. On each employee set the policy, the one-way commute distance and the default office and home days on the Travel Allowance tab.

3. Each month open Build Declarations, choose year and month and click Build (manager); in Declarations adjust the days, click Validate, and Mark Done after payroll. Pay Untaxed Max sets the paid amount to the untaxed total.

4. At year end create an Annual Reconciliation per employee with a fixed allowance, click Pull Declarations and Reconcile; a correction is taxable wage.

5. Open Yearly Overview for the figures per employee.

5. Roles and access rights

HR officers enter and validate declarations and reconciliations; HR managers also maintain rates and policies and run the monthly batch.

6. Questions

Is this payroll?

No. The module computes the untaxed and taxable parts; your payroll provider processes them.

What happens in a year without a rate?

The declaration shows that no statutory rate is on file and cannot be validated until the rate is entered.

7. Support

Questions are answered at support@pokutsoft.com.