Business traveler's guide

A 2026 checklist: before the trip, on the road and after you return

Not needed with FBT — Freedom Business Travel handles these for you

Do it with FBT — you can order these services from Freedom Business Travel

01 Before the trip

1–2 weeks before departure, check your paperwork, documents and money. If you need a visa, start 1–2 months ahead.

Paperwork at your company

- [ ] **The business trip order is signed**
  It states the city or country, dates, purpose and funding source. Without an order, the company may not accept your expenses.
- [ ] **You have read the travel policy** Not needed with FBT
  Limits on the hotel price per night, flight class, taxi, baggage and per diem.
  FBT: Policy limits are set up in the platform and applied when you book.
- [ ] **You know how you pay: from an advance or with your own money** Not needed with FBT
  In the second case, your expenses are reimbursed after the report.
  FBT: The company pays for tickets and hotels directly — no advance, no personal money.
- [ ] **You know which documents the accounting department expects** Not needed with FBT
  And who the invoices should be issued to: you as an individual, or the company (then you need its BIN, business identification number). The full list is in Stage 3.
  FBT: Closing documents for tickets and hotels go to your accounting team automatically.
- [ ] **If your dates may shift, you have chosen flexible terms**
  A fare with exchange or refund, a hotel with free cancellation.

If you travel within Kazakhstan

- [ ] **Your ID card is valid until the end of the trip**
  The name on the ticket matches the ID letter for letter. The digital ID in eGov Mobile is only a backup: check with the airline before departure whether it accepts it.
- [ ] **Flight and hotel dates match the order**
- [ ] **Baggage and carry-on are checked against your fare**
  Low-cost airlines often sell tickets without baggage.
- [ ] **You haven't forgotten online check-in**
  It usually opens a day before departure. Check the exact time in your ticket.

If you travel abroad

- [ ] **Your international passport is valid for at least 6 months after you return**
  Many countries require this. For Schengen, 3 months after departure is enough, but the passport must have been issued less than 10 years ago. You need 2 blank pages.
- [ ] **The visa regime is checked**
  Check the information from the Ministry of Foreign Affairs of Kazakhstan and the embassy of your destination country: the rules change.
- [ ] **Visa-free entry fits your purpose**
  It does not give you the right to work. In many countries it covers negotiations and meetings, but in some it applies to tourism only. If in doubt, ask the embassy.
- [ ] **Electronic permits are issued** Do it with FBT
  This means an eVisa, ETA or arrival form, if the country requires one.
  FBT: Freedom Business Travel will arrange your visa, eVisa or ETA: send the manager the country and travel dates.
- [ ] **Your invitation, employer letter, hotel booking and return ticket are on your phone and on paper**
  They may be requested at the border.
- [ ] **Your health insurance covers all days of the trip** Do it with FBT
  For Schengen, coverage must be at least €30,000.
  FBT: Freedom Business Travel will arrange insurance for every day of the trip, including Schengen cover.
- [ ] **Transit is checked**
  Find out whether you need a transit visa in the connecting country. If you bought connecting tickets separately, leave extra time.
- [ ] **Customs rules are studied**
  Check the limits on bringing in currency, product samples, trade show equipment and medication. Medication needs a prescription in English.

- [ ] **Your bank card works in the destination country**
  Your bank knows about the trip, and you carry some spare cash.
- [ ] **Scans of your documents are stored in the cloud and with a colleague**
  Passport, visa, insurance, order.

What you need to enter: popular destinations

As of November 5, 2026. Before your trip, check with the Kazakhstan MFA and the destination country's embassy.

DESTINATION	DOCUMENT	VISA FOR KAZAKHSTAN CITIZENS	WHAT TO WATCH FOR
Russia, Belarus, Kyrgyzstan	ID card or passport	Not required	In Russia, migration registration is required for stays over 30 days; in a hotel, the hotel does it. For a business trip, check whether you need to register in the ruID app.
Armenia	Passport	Not required	An agreement on entry with an ID card has been signed but, according to the Ministry of Foreign Affairs of Kazakhstan, is not in force yet.
Uzbekistan, Azerbaijan, Georgia	Passport	Not required	Up to 30 days in Uzbekistan and Azerbaijan, up to 365 in Georgia. If you stay longer than 30 days, register with the migration authorities.
Turkey	Passport	Not required for up to 90 days within 180	The safe rule is a passport valid for 6+ months. Working on site requires a separate status.
UAE	Passport	Not required for up to 30 days	The safe rule is a passport valid for 6+ months. Working on site requires a separate status.
China	Passport	Not required for up to 30 days per trip and up to 90 days per 180	Visa-free entry covers business visits, but not work. Prepare a VPN and payment services in advance: Alipay or WeChat Pay.
Schengen, United Kingdom, USA	Passport	Required	Book a visa center appointment 4–8 weeks ahead. You will need an employer letter, an invitation and a certificate of employment.

02 During the trip

Every expense you want reimbursed needs a document. Get it right away: it is harder to get after you return.

Connectivity and services

- [ ] **Your eSIM is activated before departure or a roaming package is connected**
  Keep your main SIM for SMS from your bank and eGov.
- [ ] **The receipt for your eSIM or roaming is saved**
  Many companies reimburse mobile costs.
- [ ] **A translator with an offline language is installed on your phone**
  Google Translate and Yandex Translate can translate through the camera. For China, download an offline pack and set up a VPN.
- [ ] **Offline city maps are downloaded**
  Order taxis through an app: it keeps the receipt.
- [ ] **Key contacts are at hand**
  Freedom Travel support, your insurer, the Kazakhstan embassy or consulate, your host organization, your manager.
- [ ] **You have a plug adapter and a power bank**
  Pack the power bank in your carry-on only.

Habits on the road

- [ ] **Photograph each receipt on the day of purchase**
  Thermal paper fades. Keep the originals in one envelope.
- [ ] **Keep work and personal expenses separate**
  Pay for them with different cards or ask for separate receipts.
- [ ] **Pay in the local currency**
  Decline conversion at the terminal's rate. Keep your card statement or currency exchange receipts.
- [ ] **If a flight is delayed or canceled, ask the airline for a certificate**
  It will explain the extra day and expenses.
- [ ] **If you received an advance, keep an expense sheet by day**
  That way you won't go over the limit.

What to keep for your report

Photograph the document right away and put the original in an envelope.

EXPENSE	WHAT TO KEEP	DETAILS
Flight ticket	E-ticket (itinerary receipt), payment receipt, boarding passes for both directions	Don't throw away a paper boarding pass. Save a mobile one as a screenshot before boarding. If you lost it, ask the airline for a certificate of travel. With FBT, the e-ticket receipt and closing documents are already with accounting. Keep your boarding passes yourself: they prove the flight, and the service does not issue them.
Extra charges for baggage, seat, exchange	EMD or receipt, plus the payment receipt	Reimbursed if the travel policy allows it.
Hotel Not needed with FBT	Final bill (folio) with stay dates, full name and itemized services, plus the payment receipt	Pick it up at check-out. Ask for the minibar, spa and restaurant on a separate bill: they are usually not reimbursed. In Kazakhstan, ask for a fiscal receipt, and for the company, an invoice made out to its BIN. With FBT, the accommodation bill and closing documents are already with accounting. Minibar and spa are separate.
Booking through an aggregator	Voucher, payment receipt or invoice, the agent's closing documents	The accounting department may not accept a voucher without proof of payment.
Taxi, airport express, transfer	Receipt from the app or the cash register	Rides around the city during a business trip are usually not part of tax-exempt “travel”. Reimbursement follows company policy; check the tax treatment with your accountant.
Visa, consular fee, insurance	Receipts and the policy	Usually reimbursed under the travel policy.
Other work expenses (printing, conference fee)	Receipt and bill or invoice	Agree on them with your manager in advance.

03 After you return

Your employer must reimburse travel, accommodation and per diem (Article 127 of the Labor Code of Kazakhstan). Travel and accommodation are reimbursed against confirmed expenses. You file an expense report with original documents even if you paid with your own money.

Report checklist

1. **Collect the originals**
   Tickets and boarding passes, the hotel bill with the receipt, visa and insurance receipts, all other receipts.
   FBT: Documents for tickets and hotels booked through FBT are already with accounting. Hand in your boarding passes yourself: they prove the flight took place, and the service does not issue them.
2. **Fill in the expense report**
   Take the form from your company's accounting policy. Put each expense on a separate line with a reference to the document.
   FBT: Tickets and hotels booked through FBT were paid by the company, so their amounts stay out of the report. But attach your boarding passes: they prove the flight. The report is still needed for per diem and other expenses.
3. **If your dates or route changed, attach your manager's approval**
   It is needed to amend the order.
4. **Write a short report on the results**
   If your company requires it: meetings and agreements.
5. **Submit the report on time**
   The deadline is set by the company's internal business trip regulation. Ask the accounting department about it in advance.
6. **Settle up with the company**
   Return any unspent advance to the cash desk or to the account, otherwise it may be deducted from your salary. An overspend within policy will be reimbursed to you.

Per diem and taxes in 2026

The company sets the per diem amount. The limit only shows how much can be paid tax-free.

BUSINESS TRIP WITHIN KAZAKHSTAN

25,950 ₸

6 MCI, per day

BUSINESS TRIP ABROAD

34,600 ₸

8 MCI, per day

MCI for 2026 is 4,325 ₸ (monthly calculation index)

- The limit applies to a business trip of up to 40 calendar days. It is calculated from the MCI on January 1 of the year.
- Per diem above the limit is subject to individual income tax (IIT) and social contributions.
- Food receipts are not needed for per diem.
- Travel there and back (with booking and baggage), accommodation (with booking), visa, consular fees and mandatory insurance for entry are not taxed if you have the documents. Rides around the city during the trip are not on this list.
- No document, no tax-exempt reimbursement: the company will either refuse or withhold tax on the amount.

Advance or your own money: what's the difference

	ADVANCE FROM THE COMPANY	PAY YOURSELF AND GET REIMBURSED
Before the trip	An advance request based on the estimate	Expenses approved by your manager
After the trip	An expense report on actual costs and return of the remainder	An expense report and a reimbursement request with your card details
Risk for the employee	An unconfirmed amount may be deducted from your salary	Your money is “frozen” until reimbursement; exchange rate differences are possible

No expense reports for tickets and hotels

With Freedom Business Travel, the company pays for tickets and hotels, and the closing documents go to the accounting department on their own.

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This guide is for reference only and does not replace advice from an accountant or lawyer. Limits and entry rules change: before your trip, check with the Ministry of Foreign Affairs of Kazakhstan and your company's accounting policy.

Sources:

MCI for 2026 — 4,325 ₸ (Tengrinews) — https://tengrinews.kz/kazakhstan_news/utverjden-novyiy-mrp-na-2026-god-v-kazahstane-586608/
Ministry of Foreign Affairs of Kazakhstan: visa regime for Kazakhstan citizens — https://www.gov.kz/memleket/entities/mfa
Visa-free countries for Kazakhstan (Freedom Travel) — https://freedom-travel.kz/media/rules/bezvizovye-strany-dlya-kazahstana/
Documents for deducting travel expenses: ticket, payment and boarding pass (State Revenue Committee of Kazakhstan) — https://cdb.kz/sistema/pravovaya-baza/kakie-dokumenty-podtverzhdayut-fakt-proezda-pri-sluzhebnykh-komandirovkakh-dlya-ischisleniya-kpn/