



# Albania Expense Reimbursement Procedure

This guide outlines the rules for expense reimbursements in Albania, including eligible expenses, required documentation, approval process, and submission steps. All procedures follow Albanian tax laws and Native Teams' internal policies.

## Eligible expenses



### 1. Travel expenses

- ✓ Reimbursable    ✓ Tax deductible (if business-related)
- Airfare (economy class), train, bus, taxi, or rental car (with justification).
- Fuel (requires valid travel order and destination log).
- Hotel or Airbnb (must include a proper invoice).
- Meals and small costs (actual amounts only, no per diem).
- Mileage: €0.42/km - supported by Excel log and travel order.



### 2. Work-related purchases

- ✓ Reimbursable    ✓ Tax deductible
- Office supplies, IT equipment, software, and digital tools.
- Internet or phone charges (if for business use).
- All expenses must be accompanied by a fiscal receipt.
- Mixed-use receipts (e.g. groceries + work items) are not accepted.



### 3. Client & business entertainment

- ✓ Reimbursable    ⚠ Not tax deductible (unless FBT applies)
- Meals, drinks, or meetings with clients and partners.
- Hosting business-related events.
- Must include: fiscal receipt + names, date, and business purpose.
- No formal cap, but costs must remain reasonable.



### 4. Training & development

- ✓ Reimbursable    ✓ Tax deductible
- Courses, seminar fees, certifications.
- It must be relevant to your job role.



## 5. Miscellaneous

- ✓ Reimbursable      Case by case
- Business-related bank fees, courier/shipping charges.



## 6. Non-reimbursable (unless pre-approved)

- Alcohol (outside of documented business meals).
- Clothing, gifts, leisure activities, or family travel.
- Gym memberships or personal mobile plans (unless provided by Native Teams).
- Fuel expenses without a valid travel order.

## ⚠ Required documentation

- Fiscal receipt (faturë tatimore) or VAT invoice from a registered vendor.
- Must include the vendor name, NUIS, buyer name (Native Teams if possible), date, amount, and description of goods/services.
- Business justification is required for all claims.
- Meals and entertainment must include the participant's name, date, and purpose.
- For mileage reimbursement, you must provide an Excel log that includes the date of travel, route taken, distance covered, and the purpose of the trip, along with a valid travel order.



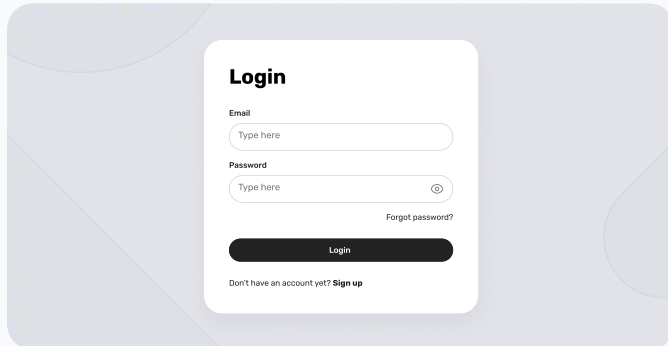
## Approval and compliance notes

### Approval process:

- All claims are reviewed by the Native Teams' accounting partner in Albania.
- Pre-approval is required for high-value or unusual expenses.
- Claims must be submitted within 30 days of the expense date.
- Keep all records for three years (preferably in digital format, such as PDF or Excel).

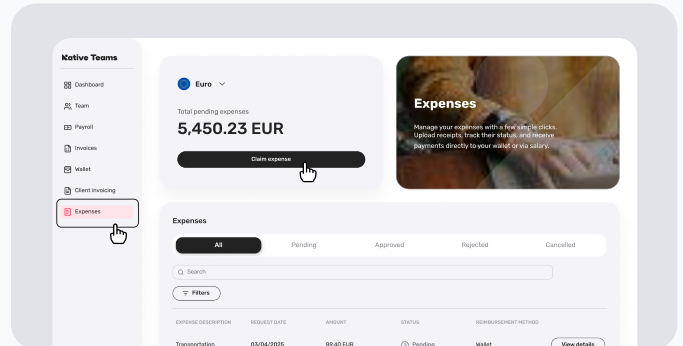
# Expense Submission Process

## Submitting via **Native Teams** Platform



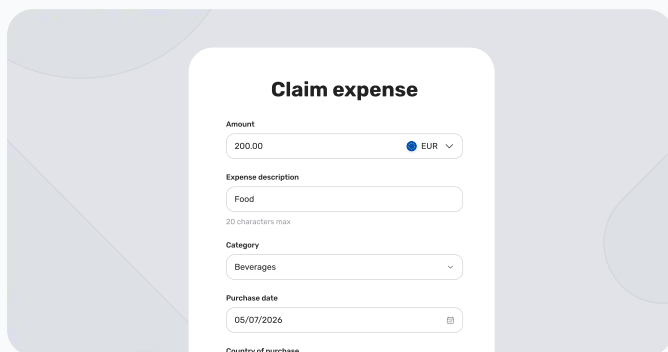
### STEP 1

Log in to your Native Teams account.



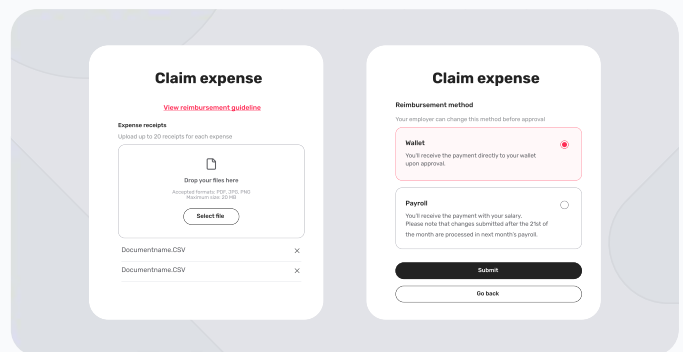
### STEP 2

Click on the **Expenses** section on the left side menu and then on the **Claim expense** button.



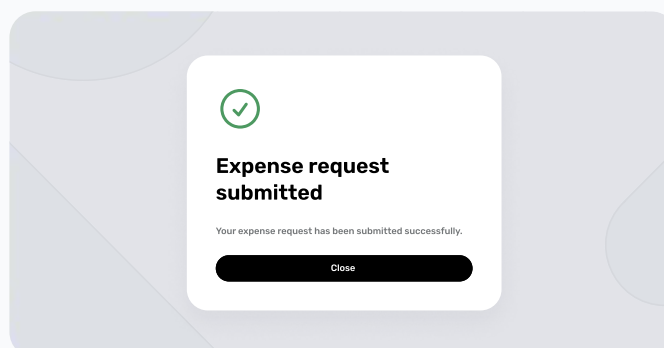
### STEP 3

Fill in the required fields for the amount, expense description, category, purchase date, and country of purchase.



### STEP 4

Attach a proof and select your reimbursement method: wallet or payroll.



### STEP 5

Submit the claim and wait for your employer's approval of the reimbursement.

## ⚠ Submission deadlines

- All expense claims must be submitted by the **10th of the month** to be processed in the same payroll cycle.
- Claims submitted after the 10th will be included in the following month's payroll.
- If the 10th falls on a weekend or public holiday, the deadline will be brought forward to the previous working day.



## Native Teams legal entity - Albania

◆ **Entity name:** Native Teams SHPK.

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◆ **VAT number/NUIS:** M12401003M.

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◆ **Registered address:**  
TIRANE, Rr. e "Barrikadave",  
Hyrja -1, Zona Kadastrale 8360,  
Vol 16, faqe 137, me numer aset 7/406-N27

**Native Teams**

For any questions regarding expense reimbursements, please  
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