

Bangladesh Expense Reimbursement Procedure

This guide outlines which expenses may be reimbursed in Bangladesh, under what conditions, and what documentation is required. All reimbursements must relate to legitimate business activities and comply with local tax laws.

Eligible expenses

The following types of business-related expenses may be reimbursed:

- ◆ **Travel expenses** – including flights, accommodation, local transport, and per diems.
- ◆ **Work-related purchases** – office supplies, tools, or professional services.
- ◆ **Home office expenses** – only when clearly linked to business needs and supported by documentation.
- ◆ **Business entertainment** – meals or meetings with clients, partners, or prospects.

Reimbursement conditions



1. Travel expenses

- No fixed government-mandated per diem or mileage rates.
- Internal policy should define reasonable limits.
- Mileage reimbursement should reflect actual operational costs (fuel, maintenance, depreciation).
- All expenses must be justified and supported by receipts.



2. Home office costs

- Not explicitly addressed under Bangladeshi tax law.
- May be reimbursed if clearly justified as work-related (e.g., internet, electricity).
- Eligibility and limits must be defined in internal policy.



3. Work-related expenses

- No statutory threshold for capitalisation.
- Companies should define internal limits for expensed vs. capitalised items.
- Capital assets must be depreciated over time.
- Only expenses wholly and exclusively incurred for business purposes are deductible.



4. Client & business entertainment

- Luxury or leisure-related costs (e.g., hunting, golf, gaming) are not reimbursable.
- Only reasonable and work-related entertainment costs (e.g., client meals) may be claimed.
- A valid business context must be provided for all entertainment claims.

! Documentation requirements

Receipt requirements

- Clear, scanned copies of all receipts are required.
- Reimbursements without valid documentation will be treated as taxable income.
- Each claim must include:
 - Purpose of the expense;
 - Date and location;
 - Description of the business activity.

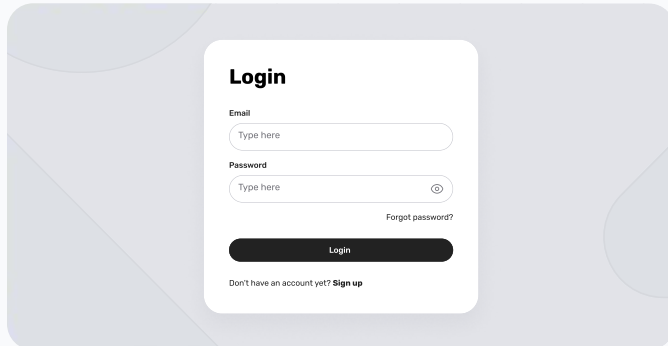
Required documentation

To ensure compliance and proper reimbursement:

- Receipts/invoices – must be itemised, legible, and include Native Teams Bangladesh details.
- Expense justification – must include the business purpose, location, and attendees (if relevant).
- Approval – all claims must be reviewed and signed off by a designated company representative.
- Record-keeping – all documents must be stored in accordance with local compliance regulations.

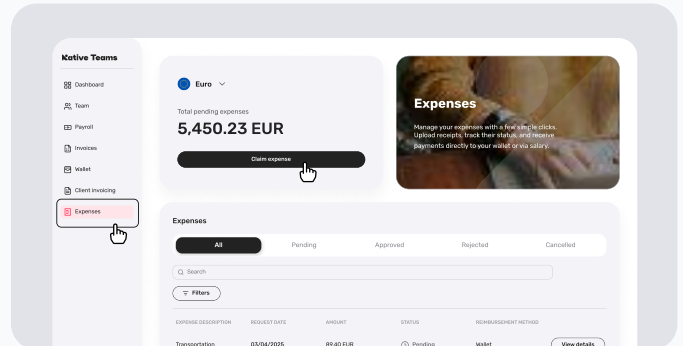
Expense Submission Process

Submitting via **Native Teams** Platform



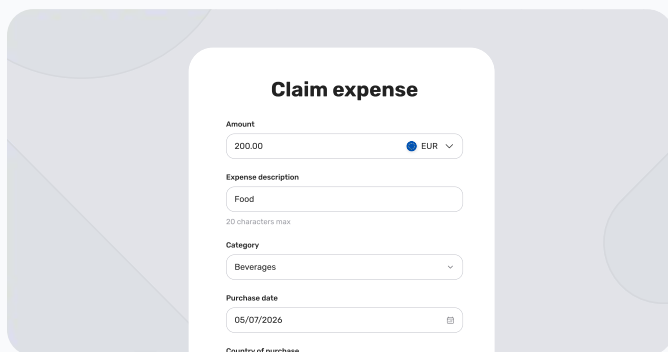
STEP 1

Log in to your Native Teams account.



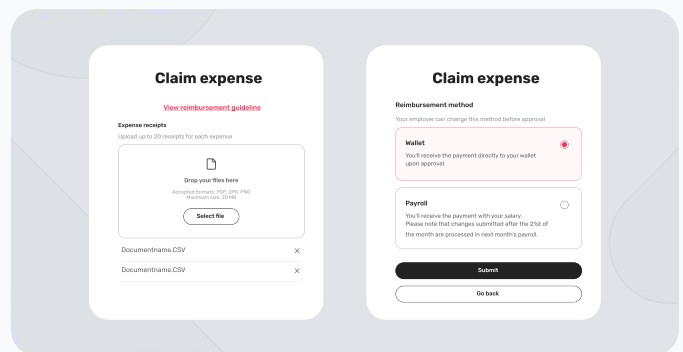
STEP 2

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



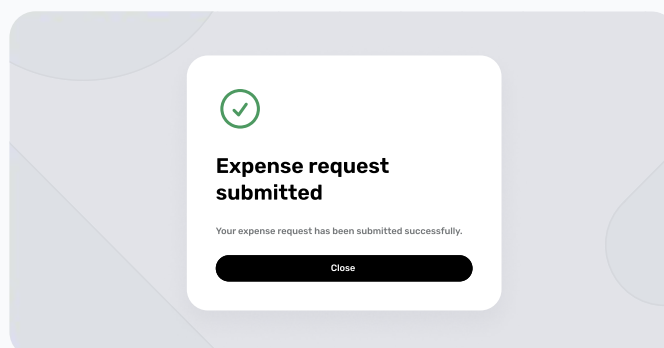
STEP 3

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 - Bangladesh

◆ **Entity name:** NATIVE TEAMS BANGLADESH LIMITED

◆ **Registration number:** C-188493/2023

◆ **Registered address:**
BTI Celebration, Point Plot 3 & 5
Road 113/A, Gulshan
Dhaka-1212, Bangladesh

Native Teams

For any questions regarding expense reimbursements, please
contact customersuccess@nteam.com