



Belarus Expense Reimbursement Procedure

This guide explains which expenses may be reimbursed in Belarus, under what conditions, and what documentation is required. All expenses must comply with Belarusian legislation and be properly documented.

Eligible expenses

The following business-related expenses may be reimbursed:

- ◆ **Travel expenses** – flights, accommodations, per diems, and transportation.
- ◆ **Work-related purchases** – office supplies, software, equipment.
- ◆ **Business entertainment** – meals with clients, hosting events.
- ◆ **Use of employee-owned equipment** – ie.g. depreciation of a personal laptop.
- ◆ **Other relevant business expenses** – subject to justification and documentation.

Reimbursement conditions



1. Travel expenses

- Must be supported by valid documentation.
- Per diem and accommodation limits are defined by the government, with rates varying by destination (please check with Native Teams).
- Advance payments can be issued for transport, accommodation, and per diems
- A travel order must be prepared before departure.



2. Home office costs

- Considered taxable income and included in the salary.
- Typically not reimbursed due to mixed use.
- If compensation is needed, it should be processed as a salary premium.



3. Use of employee-owned equipment

- Allowed for essential tools like personal laptops.
- Depreciation costs can be reimbursed if adequately justified.



4. Work-related expenses

- No fixed thresholds.
- Items used for over one year are treated as fixed assets.
- Must be clearly tied to business needs and justified.



5. Client & business entertainment

- Must be documented and justified.
- Needs to include a business purpose and participant list.

! Documentation requirements

General requirements:

- Receipts/invoices must include:
 - Vendor name and address;
 - TIN (Tax Identification Number);
 - Date and time;
 - Description of items/services;
 - Price.

For travel expenses:

- Travel tickets (plane/train/bus), boarding passes;
- Visa fee receipts, passport copy;
- Insurance policy and proof of payment;
- Hotel invoice and payment confirmation (or card statement);
- Taxi receipts with route and fare.

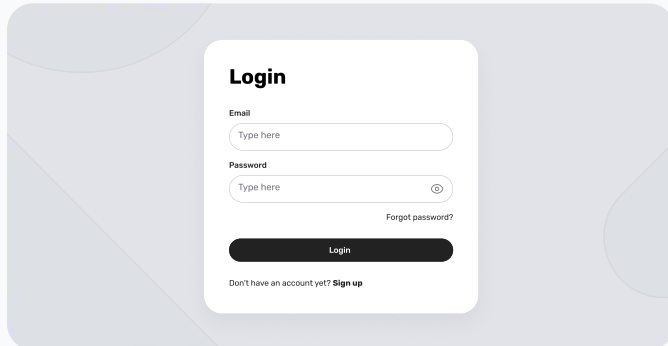
For business entertainment:

- Receipt with purpose, date, and list of participants.
- Whenever possible, documents should be issued to Native Teams.
- Expense reports must be submitted within 15 working days after returning from a trip.
- All records must be retained for a minimum of three years.

Note: The employee must provide the original versions of all required documents.

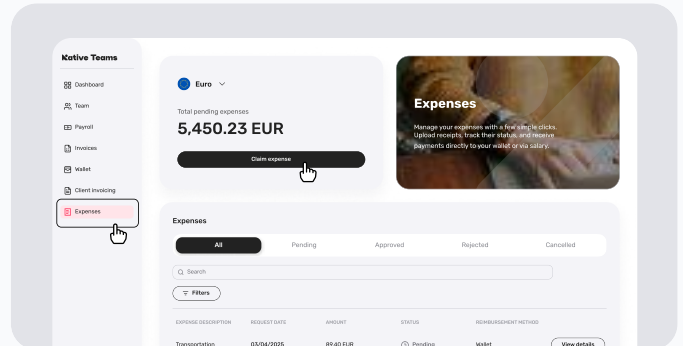
Expense Submission Process

Submitting via **Native Teams** Platform



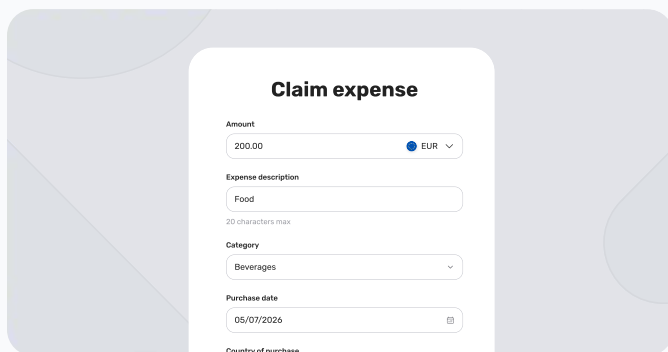
STEP 1

Log in to your Native Teams account.



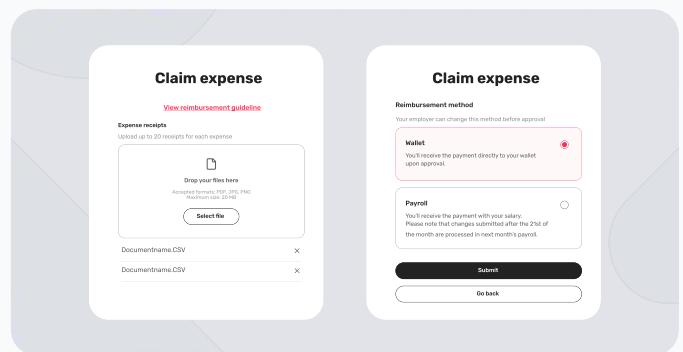
STEP 2

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



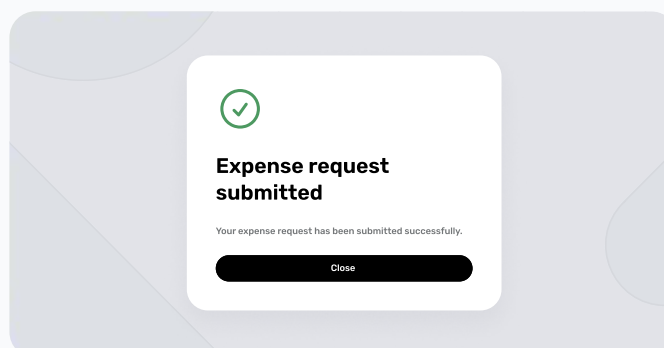
STEP 3

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 - Belarus



◆ **Entity name:** Limited Liability Company «Native Teams»

◆ **Registration number:** 192973730

◆ **Registered address:** Minsk

Native Teams

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