



Chile Expense Reimbursement Procedure

This guide outlines the rules for reimbursable expenses in Chile in line with local tax and accounting laws. Employees are expected to incur expenses reasonably and directly related to company business.

Eligible expenses

- ◆ **Business travel** – Transportation (flights, train, taxi, personal vehicle mileage), lodging, parking, and toll fees
- ◆ **Daily allowances** – Meals and per diems for employees on approved business trips
- ◆ **Operational purchases** – Software, necessary equipment, office supplies, and tools required for professional duties
- ◆ **Remote work costs** – Internet service, electricity, or dedicated workspace usage for officially approved remote employees
- ◆ **Professional development** – Fees for training courses and official certifications, contingent on prior approval and direct relevance to the employee's role

Note: Expenses related to automobiles or station wagons are not reimbursable.

Reimbursement conditions

There are **two options** for reimbursing business expenses:



1. Daily allowance

- A fixed amount is provided to cover all expenses during the trip.
- The allowance varies based on the employee's position, ranging from **CLP 30,000 to CLP 100,000** or more.
- No receipts are required for this option.



2. Actual expense reimbursement

- Employees must submit **original receipts** for all expenses incurred.
- A detailed trip log is required, including:
 - Purpose of travel.
 - Names and details of individuals met.
 - Photographs (if applicable).
- Reimbursement is subject to **reasonableness** and alignment with the employee's role, as per Chilean law.

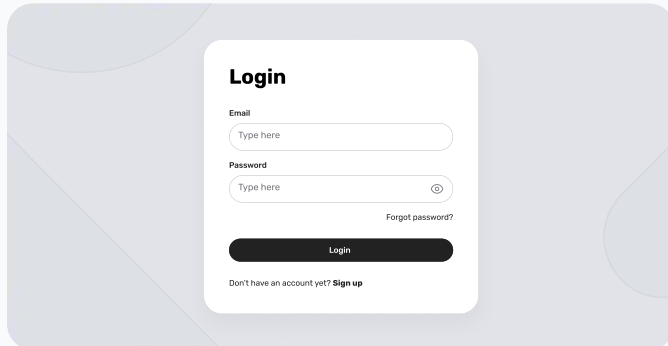
Important: All receipts must be issued in the name of Native Teams Company and include the company's VAT number.

⚠ Documentation requirements

- **Receipts/invoices:** Supplier name, VAT number, date, description, total, including VAT breakdown
- **Expense justification:** Purpose of travel, meeting details, or business reason
- **Approval:** Expenses must be reviewed and authorised by the manager
- **Proof of payment:** Card statement or similar, if requested
- Expenses must be necessary for the company's commercial activity, properly documented, and recorded in the relevant accounting period
- All expenses must relate to the company's line of business
- Receipts and logs must be retained for audit and compliance purposes

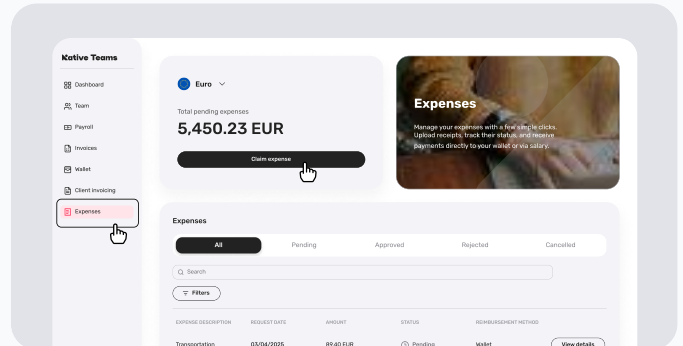
Expense Submission Process

Submitting via **Native Teams** Platform



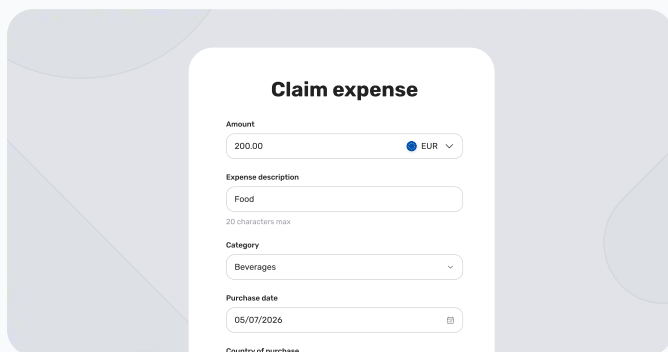
STEP 1

Log in to your Native Teams account.



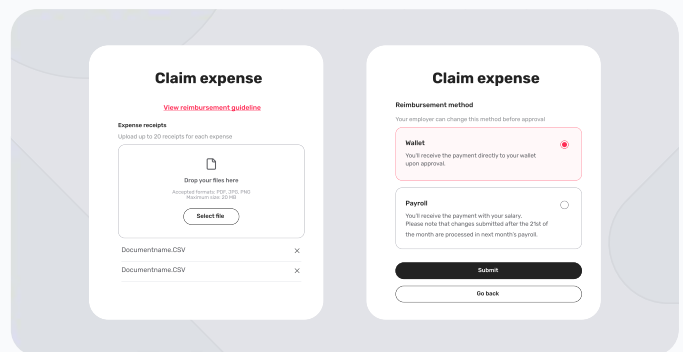
STEP 2

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



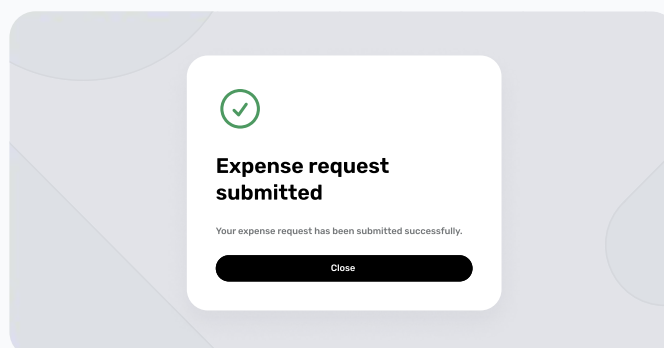
STEP 3

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 each month** to be included in that month's payroll.
- Claims submitted after the 10th will be processed in the next month's payroll.
- If the 10th falls on a weekend or public holiday, the deadline extends to the next working day.



Native Teams legal entity - Chile

◆ **Entity name:** Native Technologies SpA

◆ **Entity registration number:** 78.098.267-5

◆ **Address:** CERRO EL PLOMO 5931 OF 102 SB 1, Comuna: LAS CONDES, ROL: 769-88

Native Teams

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