



Colombia Expense Reimbursement Procedure

This guide outlines the rules and conditions for reimbursing business-related expenses in Colombia. All reimbursements must comply with local tax regulations and Native Teams' internal accounting standards.

Special considerations

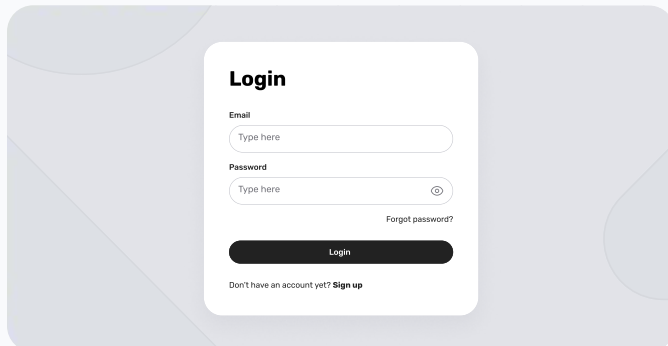
- ◆ Purchases should be made in Colombia whenever possible. If made abroad, a 32% withholding tax must be applied at source.
- ◆ Purchases must be supported by an electronic invoice issued in the name of Native Teams S.A.S. and bearing NIT 901686069 and dated within the current year.

! 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.

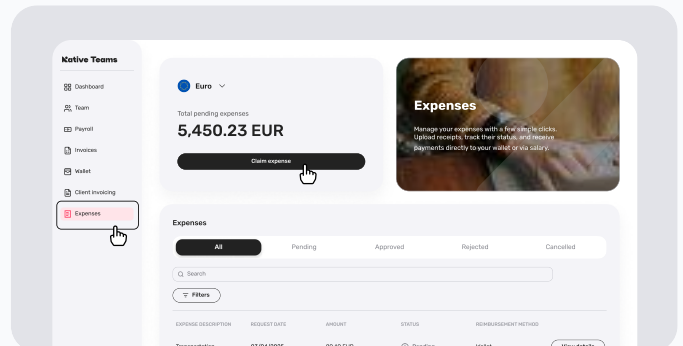
Expense Submission Process

Submitting via **Native Teams** Platform



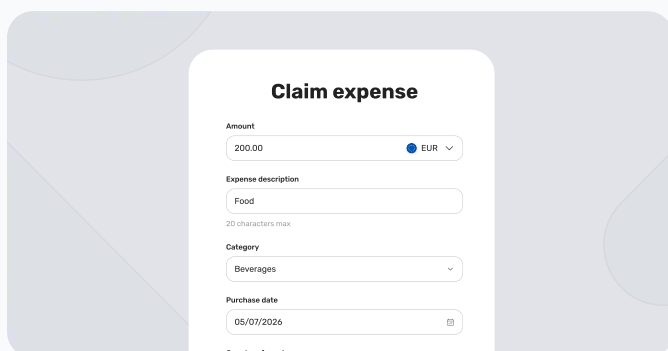
STEP 1

Log in to your Native Teams account.



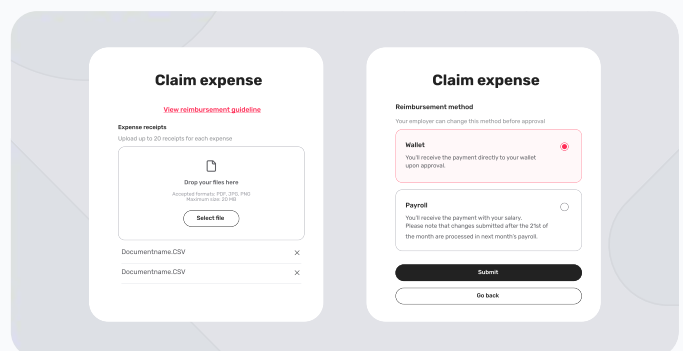
STEP 2

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



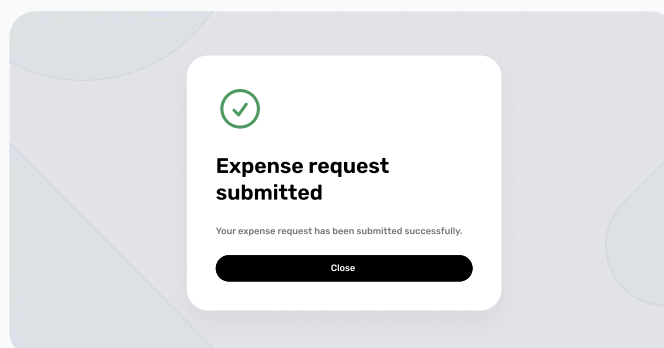
STEP 3

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.



Native Teams legal entity - Colombia

◆ **Entity name:** NATIVE TEAMS S.A.S

◆ **Entity registration number:** 21-749199-12

◆ **Address:** Cl. 50 No. 38-48, Office 203, in Medellín, Colombia

Native Teams

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