



Native Teams

Croatia Expense Reimbursement Procedure

This guide outlines the rules and documentation required for expense reimbursements in Croatia. All reimbursed expenses must be directly linked to business activity, comply with Croatian tax laws, and follow Native Teams' internal policies.

Eligible expenses

The following categories are eligible for reimbursement:

- ◆ **Travel expenses** – transportation, accommodation, and per diems for official domestic or international trips.
- ◆ **Loco drive** – business trips under 30 km (one-way); reimbursed at €0.50/km (no receipt required, but log is mandatory).
- ◆ **Client & business entertainment** – only reimbursed if incurred during an official business trip.
- ◆ **Work from home** – not reimbursable as an expense; a non-taxable allowance of up to €70/month may be paid if outlined in the employment contract.

Reimbursement conditions

Expenses may be reimbursed only if they are directly related to business activity and adequately documented. The following categories are typically non-taxable:



1. Travel expenses

Domestic travel expenses

- **€30.00** per diem for trips lasting more than 12 hours.
- **€15.00** per diem for trips lasting between 8 and 12 hours.
- If **one meal** is provided, reduce the per diem by 30%.
- If **two meals** are provided → reduce by 60%.
- Applies only to trips 30 km or more from the employee's place of work or residence.

International travel expenses

- Per diem amounts are destination-based (see: [TEB.hr](https://teb.hr)).
- For trips lasting 8–12 hours, 50% of the full destination per diem applies.
- Time is calculated from the border crossing or two hours before the scheduled flight departure.



2. Loco drive

- Applies to short business trips of 30 km or less (one way).
 - Reimbursed at €0.50/km.
 - No travel order required.
 - An Excel log of kilometres is mandatory.
 - Receipts are not required.
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3. Client & business entertainment

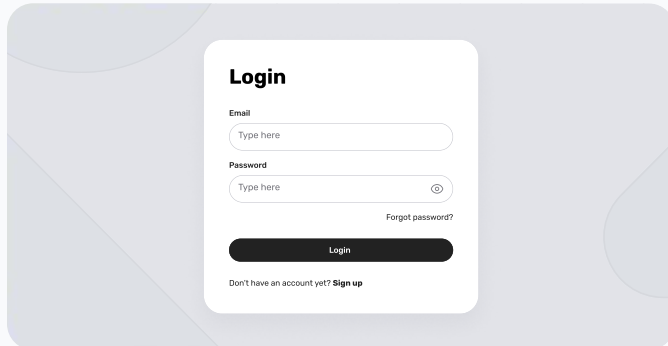
- Only reimbursable if clearly connected to a business trip.
- It must be explained in the travel order.
- Supported by valid receipts.

! Documentation requirements

- **Travel Order (Putni nalog)** – must be issued before the trip and include:
 - Employee name, destination, purpose, travel times, and transport type;
 - Kilometres and odometer readings (if driving);
 - Signature and stamp of the authorising person;
 - Receipts and invoices must match the travel order details.
- Invoices must be issued to the company name.
- All expenses (flights, accommodations, meals) must be in accordance with the travel order.
- No payment will be processed without a valid travel order.

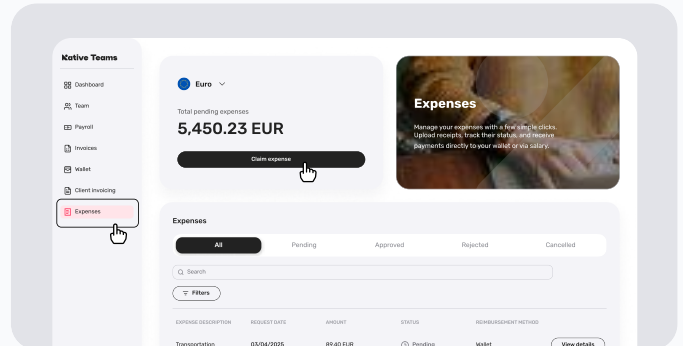
Expense Submission Process

Submitting via **Native Teams** Platform



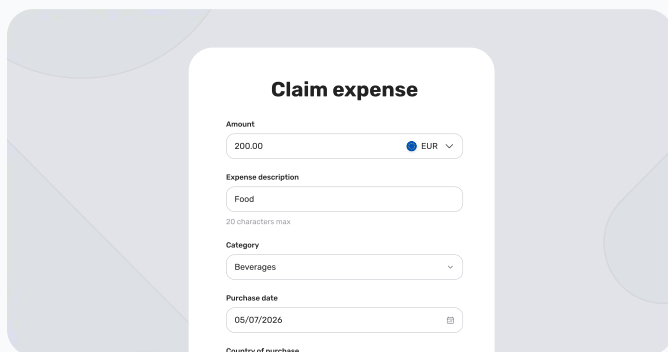
STEP 1

Log in to your Native Teams account.



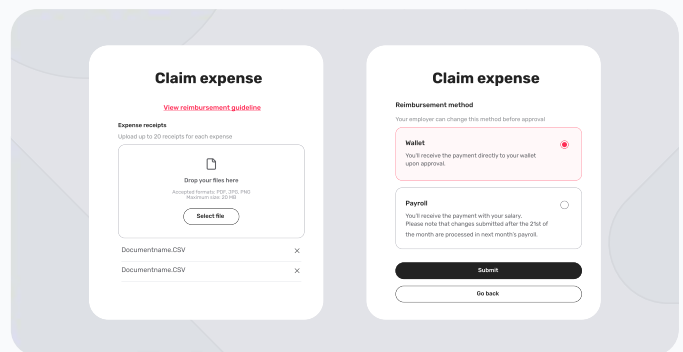
STEP 2

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



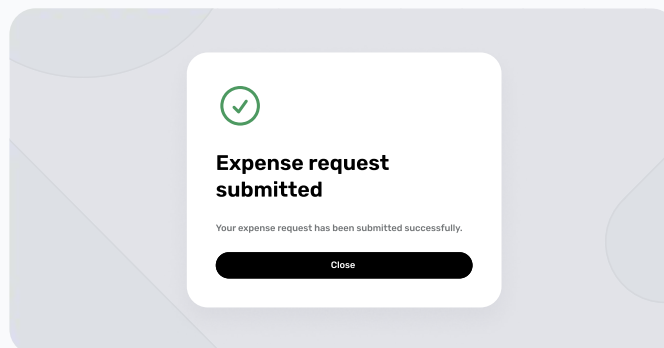
STEP 3

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 - Croatia

◆ **Entity name:** Native Technologies d.o.o.

◆ **Registration number:** 49960781452

◆ **Registered address:** Lovinčićeva Ulica 3, 10000 Zagreb

Native Teams

For any questions regarding expense reimbursements, please
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