



Egypt Expense Reimbursement Procedure

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

Special considerations

- Employers may reimburse employees for business-related expenses incurred while performing their duties.
- To ensure compliance and deductibility, specific documentation standards must be met for invoice naming and timing.

Reimbursement conditions

- ◆ Every purchase must be supported by an **electronic tax invoice**.
- ◆ The electronic tax invoice must be issued specifically in the name of the company, **Pelagonian Egypt**.
- ◆ Unrecognised invoices will not be treated as deductible expenses by the company.

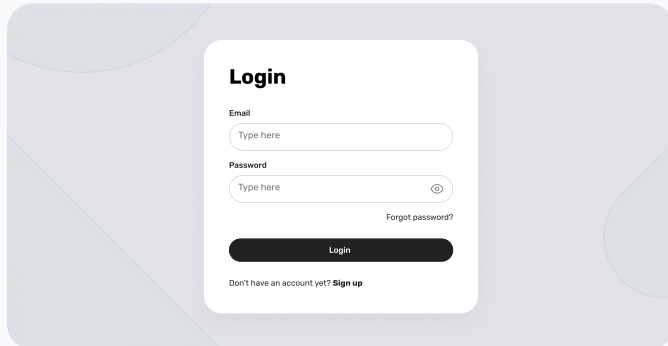
Documentation requirements

To qualify for reimbursement, employees must provide:

- **Electronic tax invoice:** A formal invoice issued to the company (**Pelagonian Egypt**).
- **Tax card copy:** Employees authorised to make purchases should be given a copy of the company's tax card to ensure they receive an electronic invoice in the company's name.

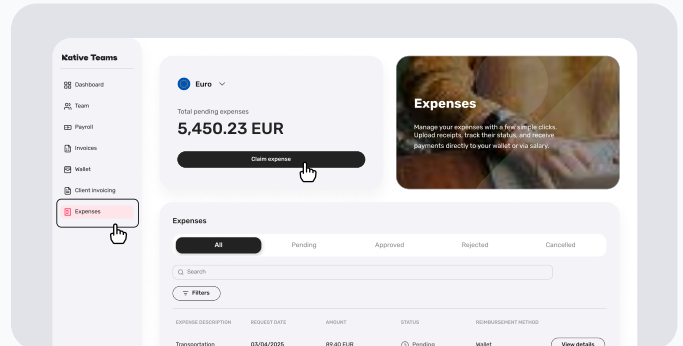
Expense Submission Process

Submitting via **Native Teams** Platform



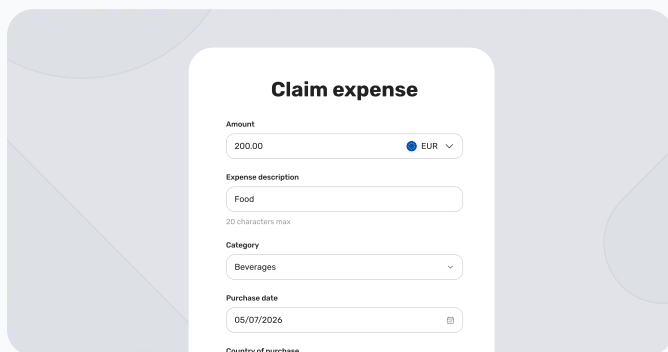
STEP 1

Log in to your Native Teams account.



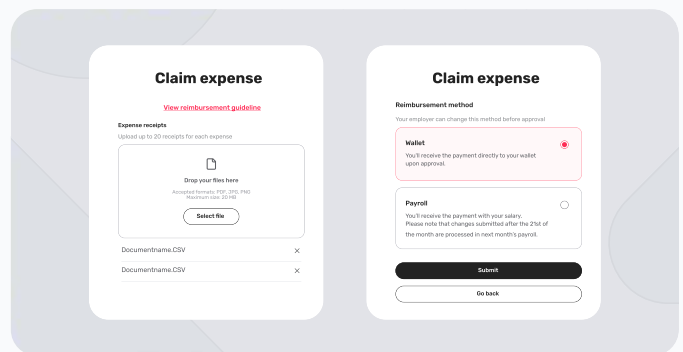
STEP 2

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



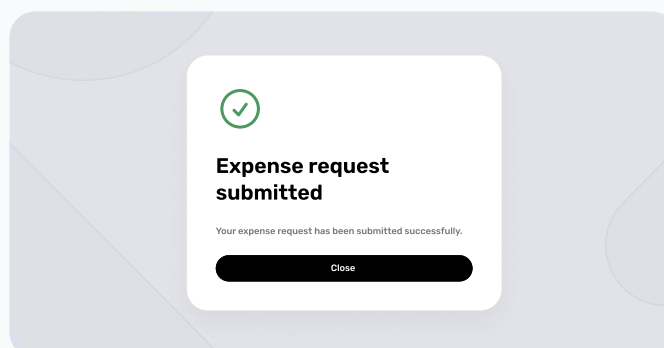
STEP 3

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 - Egypt

◆ **Entity name:** Pelagonian

◆ **Entity registration number:** 207944

◆ **Address:** Business-Hub LIC, 2nd Floor, 16 el Khartoum street - Heliopolis, Cairo

Native Teams

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