



Estonia Expense Reimbursement Procedure

This guide outlines which expenses may be reimbursed in Estonia, under what conditions, and what documentation is required. All expenses must be business-related and comply with Estonian tax law and Native Teams' internal standards.

Eligible expenses

The following categories are considered reimbursable when directly connected to business activity:

- ◆ **Travel expenses** – transport, accommodation, daily allowances, mileage.
- ◆ **Work-related purchases** – office supplies, hardware, software.
- ◆ **Home office expenses** – internet, electricity (only if specified in the employment contract).
- ◆ **Modest staff entertainment** – within legal tax limits.

Reimbursement conditions



1. Travel expenses

- Daily allowance for international travel: €32 per day.
- Mileage allowance for private vehicle use: €0.30 per km.
- Costs for transport, accommodation, and other travel-related services must be supported by valid receipts.
- Travel must be business-related and necessary.



2. Home office costs

- Only reimbursable if explicitly stated in the employment contract.
- Must be supported by receipts (e.g. for internet, electricity).
- Rent or other housing expenses are not reimbursable.



3. Work-related expenses

- Must be clearly tied to work duties or business operations.
- No specific monetary threshold applies.
- Purchases should not provide personal benefit.



4. Client & business entertainment

- Only modest staff entertainment may be reimbursed tax-free.
- Other types (e.g., client dinners) are generally treated as taxable benefits.

! Documentation requirements

General requirements:

To process a reimbursement, the following documentation must be provided:

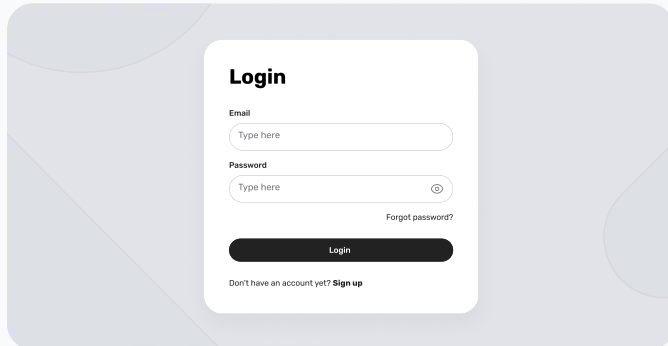
- Receipts/invoices containing all required fields listed above
- For business travel, a travel ledger is required with:
 - Dates;
 - Destinations;
 - Total kilometres (if claiming mileage);
 - Purpose of the trip.
- All expense claims are reviewed by Native Teams' accounting partner
- The Estonian tax authority may audit claims during annual tax submissions
- All documents must be retained for at least 3 years (digital format preferred)

Receipts or invoices must include:

- Business name;
- Vendor address;
- Date of transaction;
- Amount;
- Vendor TIN (preferred but not mandatory).

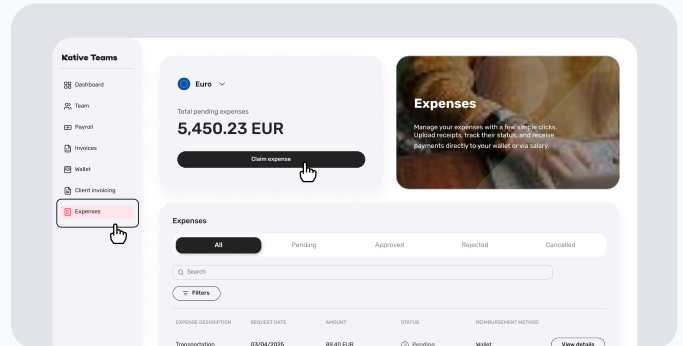
Expense Submission Process

Submitting via **Native Teams** Platform



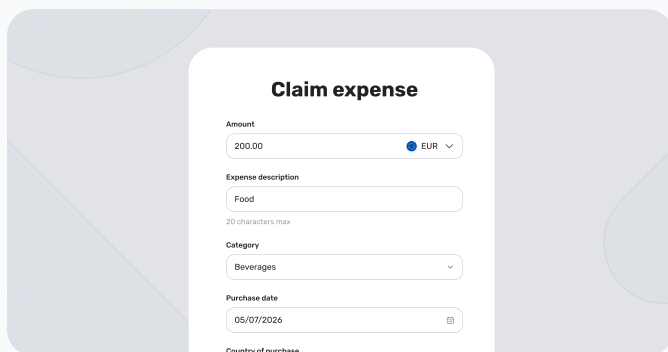
STEP 1

Log in to your Native Teams account.



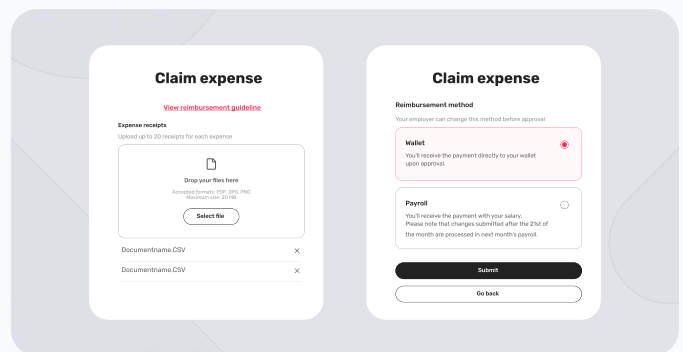
STEP 2

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



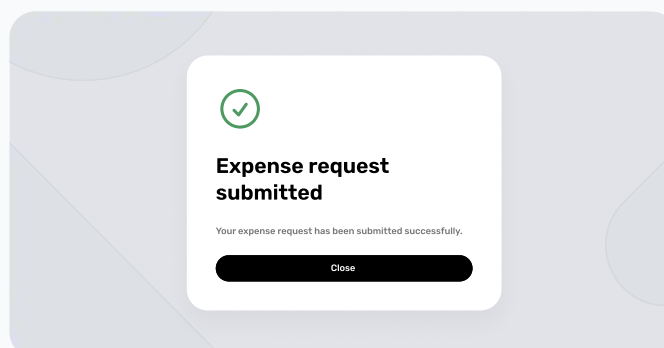
STEP 3

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.

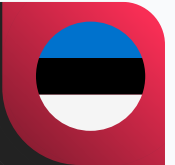


STEP 5

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 - Estonia

◆ **Entity name:** Pelagonian OÜ

◆ **Registration number:** 14012219

◆ **Registered address:** Harju maakond, Tallinn, Kesklinna linnaosa, Tornimäe tn 5, 10145, Estonia

Native Teams

For any questions regarding expense reimbursements, please
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