



Finland Expense Reimbursement Procedure

This guide outlines which expenses may be reimbursed in Finland, under what conditions, and what documentation is required. All reimbursements must be business-related, properly documented, and comply with Finnish tax regulations.

Eligible expenses

If clearly related to business activities, the following categories may be reimbursed:

- ◆ **Travel expenses** – transportation, accommodation, per diems.
- ◆ **Work-related purchases** – laptops, software, headphones, tools.
- ◆ **Client & business entertainment** – meals with clients or colleagues in restaurants or cafés.
- ◆ **Other expenses** – such as exam fees or subscriptions directly linked to work duties.

Reimbursement conditions



1. Travel expenses

- Per diem and mileage reimbursements are tax-free if they comply with the rules of the Finnish Tax Administration.
- A travel invoice must be completed and include:
 - Start and end date/time;
 - Destination;
 - Number of free meals per day (if provided by employer or included in accommodation).



2. Transportation

- Public transport (train, metro, etc.) and taxi fares are reimbursable with valid receipts.
- If a receipt is unavailable, a written confirmation from Native Teams must be provided to validate the business purpose.



3. Purchases

- All purchases must be clearly related to business activities.
- Receipts are required for all claims.
- Receipts don't need to include the company's VAT number, although many will do so by default.
- Non-reimbursable items include:
 - Personal hygiene products;
 - Nicotine products (e.g., gum, patches);
 - Clothing or accessories for personal use (e.g., suits).



4. Client & business entertainment

- Expenses must clearly serve a business purpose (e.g., client meeting, internal team discussion).
- The receipt must include the total amount, date of transaction, venue or restaurant name, and the names of all participants.

! Documentation requirements

- Receipts/invoices – showing vendor name, date, amount, and VAT if applicable.
- Travel invoice – required for per diem and mileage reimbursement; must include travel details and any meals provided.
- Expense justification – describing the business purpose for each expense.
- Missing receipts – require written confirmation by Native Teams for approval.
- Approval – all claims must be reviewed and approved by your manager or accounting.
- Record-keeping – all documents must be digitally archived and available for review.

! Submission deadlines

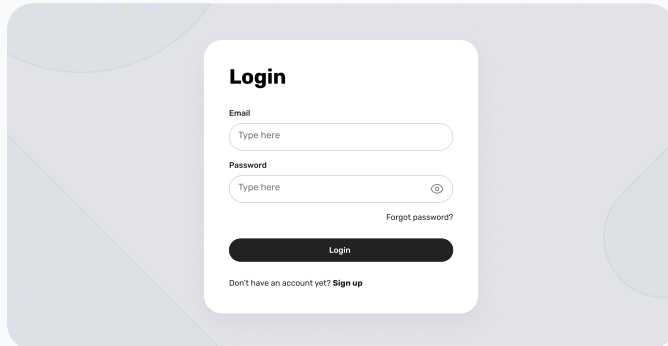
- All expense claims must be submitted by the **10th of the month** to be processed in the same payroll cycle.
- Claims submitted after the 10th will be included in the following month's payroll.
- If the 10th falls on a weekend or public holiday, the deadline will be brought forward to the previous working day.

Native Teams

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

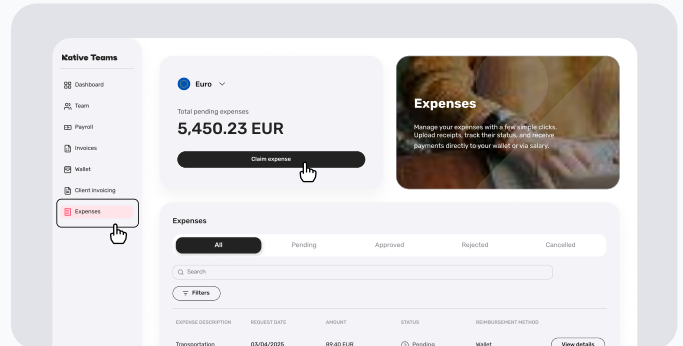
Expense Submission Process

Submitting via **Native Teams** Platform



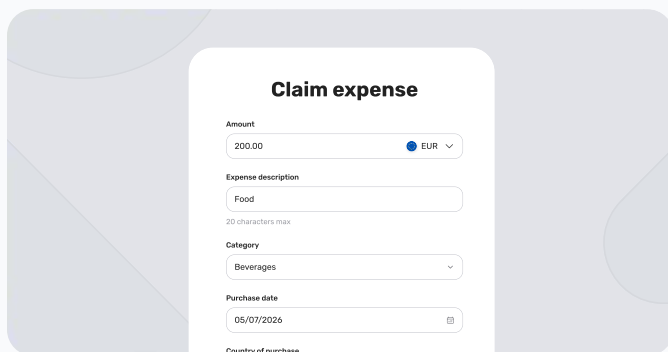
STEP 1

Log in to your Native Teams account.



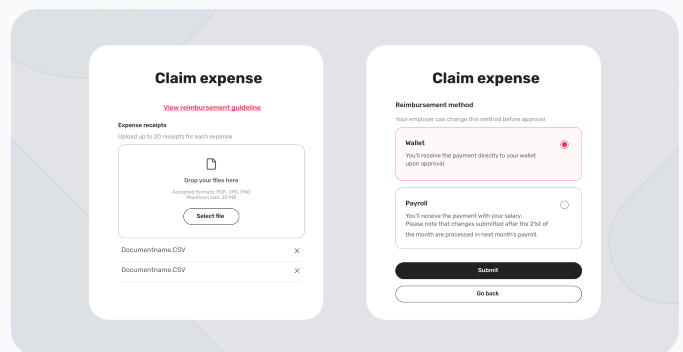
STEP 2

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



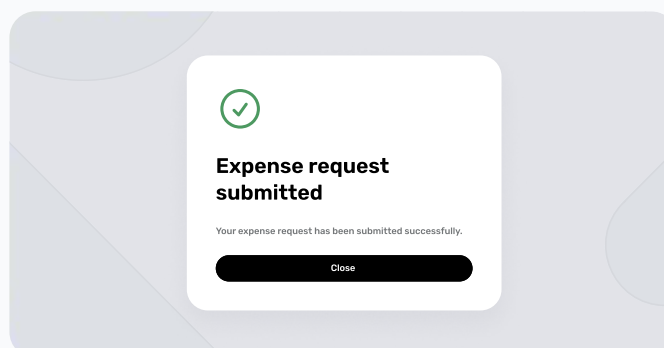
STEP 3

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.