



Germany Expense Reimbursement Procedure

This guide outlines the rules for expense reimbursements in Germany, including eligible categories, submission procedures, and legal considerations. All reimbursements are subject to German tax law and employer documentation obligations.

General principles

- ◆ Employers can reimburse employees for business-related expenses incurred during work.
- ◆ Reimbursements are generally tax-free, provided legal conditions are met.
- ◆ Proper documentation (receipts, invoices, business justification) is mandatory.
- ◆ Some tax-free or flat-rate reimbursements are subject to conditions outlined in official tax guidance (see attached brochure).

Eligible expenses



1. Travel expenses

✓ Work-related only ✓ Tax deductible

- Transport: Flights, trains, taxis, and public transport must be supported by receipts.
- Mileage: €0.30/km if using a private vehicle, based on logged distance.
- Accommodation: Hotel stays must be reasonable and fully documented.
- Per diem (meal allowance):
 - €14/day for trips over 8 hours;
 - €28/day for trips of at least 24 hours (full calendar day);
 - Applies to arrival and departure days for overnight travel;
 - Meal allowances must be reduced if meals are provided by the employer:
 - Breakfast: reduction of €5.60 (20% of €28);
 - Lunch: reduction of €11.20 (40% of €28);
 - Dinner: reduction of €11.20 (40% of €28).
 - Limited to three months if work occurs at the same external location.

For business trips abroad, country-specific per diem rates apply. The current rates are published annually by the Federal Ministry of Finance (BMF circular of 5 December 2025, effective 1 January 2026).



2. Home office costs

✓ Partially reimbursable ✗ Lump sum not reimbursable by employer

- Partial coverage of internet, phone, and electricity costs is possible if used for work, subject to conditions.
- The home office lump sum of € 6 per day (max. €1,260 per year) can only be claimed by the employee via their personal tax return, not through employer reimbursement.



3. Work-related expenses

✓ Reimbursable ✓ Tax deductible

- Includes office supplies, digital tools, professional training, and software.
- Items over €800 (net) may be considered employer-owned assets rather than reimbursable expenses.
- These assets may be provided tax-free under certain conditions.



4. Client & business entertainment

✓ Reimbursable with restrictions

- Meals with clients or partners must follow strict tax rules.
- For employees:
 - 100% deductible by the employer.
 - Tax-free for employees unless meals are considered non-cash benefits.
 - If the cost exceeds €60 or is unrelated to an allowance entitlement, meals may be taxable.
- For freelancers:
 - Only 70% of meal costs are tax-deductible.
- Required on the receipt:
 - Date, location, participants, and business purpose.



Approval and compliance notes

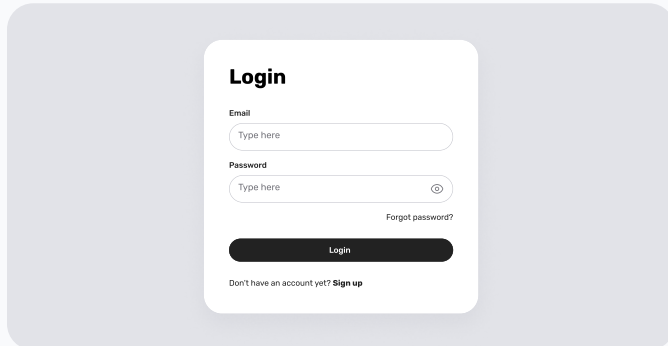
- Submit your expense claim via the Native Teams platform, including all required documents.
- The employer reviews the claim for tax and policy compliance.
- Reimbursements are processed via payroll or direct bank transfer.
- Payroll processing is standard unless the employer is exempt from payroll-based reporting.
- **Retention period:** Accounting records (invoices, receipts, bank statements) must be kept for 8 years. Annual financial statements, balance sheets, and inventories must be kept for 10 years.
- The retention period is extended as long as the documents remain relevant for tax purposes and the assessment period has not expired (e.g. ongoing tax audit).

⚠ Special considerations

- For VAT refund, ensure that invoices meet all requirements for recovering input VAT.
- Non-resident reimbursements are subject to double taxation treaties and withholding tax rules.
- Freelancers' expenses must be invoiced separately and comply with contract terms.

Expense Submission Process

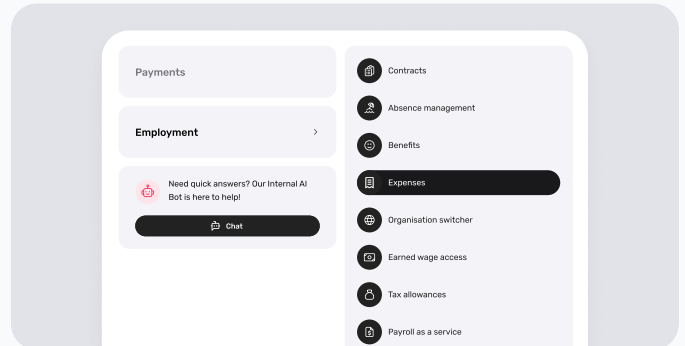
Submitting via **Native Teams** Platform



The login screen features a white card with the title "Login". It includes two input fields: "Email" with a placeholder "Type here" and "Password" with a placeholder "Type here" and an eye icon for toggling visibility. Below the password field is a link "Forgot password?". A black "Login" button is positioned below the inputs. At the bottom, there is a link "Don't have an account yet? Sign up".

STEP 1

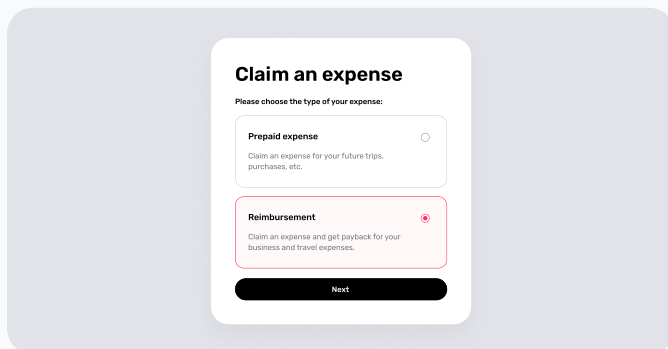
Log in to your Native Teams account.



The dashboard shows a sidebar with a menu including "Payments", "Employment", "Contracts", "Absence management", "Benefits", "Expenses" (highlighted), "Organisation switcher", "Earned wage access", "Tax allowances", and "Payroll as a service". The main content area has a "Need quick answers? Our Internal AI Bot is here to help!" message with a "Chat" button.

STEP 2

Go to **Employment** → **Claim expense**.

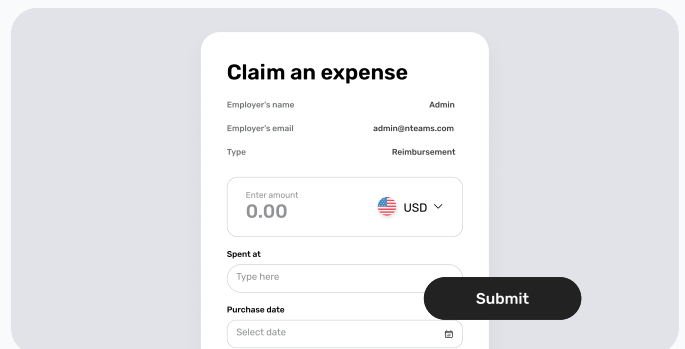


The "Claim an expense" screen asks the user to "Please choose the type of your expense:". There are two options: "Prepaid expense" (with a radio button) and "Reimbursement" (with a radio button and a red dot indicating it is selected). Below the options is a black "Next" button.

STEP 3

Select the expense type:

- **Prepaid expense** (for future trips).
- **Reimbursement** (for expenses already paid).

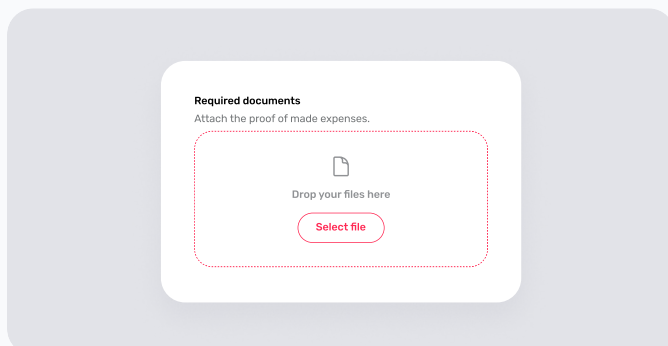


The "Claim an expense" details screen shows fields for "Employer's name" (Admin), "Employer's email" (admin@ntteams.com), and "Type" (Reimbursement). It includes an "Enter amount" field with "0.00" and a "USD" currency selector. There is a "Spent at" field with a placeholder "Type here" and a "Purchase date" field with a "Select date" button. A black "Submit" button is at the bottom right.

STEP 4

Fill in the required details:

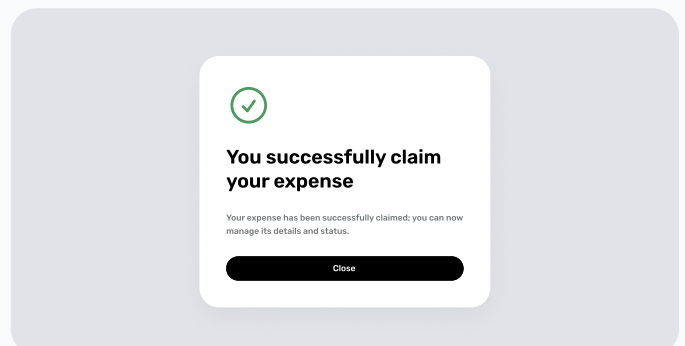
- Reimbursement amount.
- Description or notes.
- Purchase location and date.



The "Required documents" screen instructs the user to "Attach the proof of made expenses." It features a dashed red box with a file icon and the text "Drop your files here". Below the box is a red "Select file" button.

STEP 5

Attach proof (invoice, receipt, etc.).



The "You successfully claim your expense" screen shows a green checkmark icon. It includes the text "Your expense has been successfully claimed: you can now manage its details and status." and a black "Close" button.

STEP 6

Submit the claim - your employer will receive a notification for approval.

! 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 - Germany

◆ **Entity name:** Native Teams GmbH

◆ **Commercial Register Number:** HRB 520209\

◆ **VAT ID:** DE359354165

◆ **Registered address:** Arnstaedter Strasse 50, 99096 Erfurt, Germany

Native Teams

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