



Greece Expense Reimbursement Procedure

This guide outlines the expenses that may be reimbursed in Greece, the conditions under which they can be reimbursed, and the required documentation. All reimbursements must be business-related and properly documented to remain non-taxable under Greek law.

Eligible expenses

The following categories of expenses are eligible for reimbursement:

- ◆ **Travel expenses** – flights, accommodation, per diems.
- ◆ **Work-from-home allowance** – a fixed monthly amount of €28 (non-taxable and contractually agreed).
- ◆ **Mileage expenses** – use of a private car for business purposes.
- ◆ **Business-related equipment** – laptops, mobile phones, office supplies, and furniture.

Reimbursement conditions

1. General conditions

- All expenses must be work-related and properly documented.
- All invoices should be issued in the company's name and include the company's VAT number.
- Proper documentation ensures that reimbursed amounts are treated as non-taxable income.
- All expenses must be documented and archived in a way that satisfies Greek tax authorities, including in the event of an audit.

2. Company invoicing details:

- **Company name:** NATIVE TEAMS SINGLE MEMBER PRIVATE COMPANY
- **Address:** 1 Demokratias Square, Thessaloniki, 54629, Greece
- **VAT Number (ΑΦΜ):** 801972882

3. Receipt and invoice thresholds:

- **Expenses of €100 or less:** Retail receipts are generally acceptable if they are for valid business purposes.
- **Expenses over €100:** An official invoice issued in the company's name is required.



4. Travel expenses

Per diem reimbursement follows government-defined thresholds:

- €37.07 per day - full per diem.
- €9.27 - if both food and accommodation are provided.
- €18.53 - if only food is provided.
- €29.65 - if only accommodation is provided.

Ideally, all travel-related invoices should be issued in the company's name and include the company's VAT number. For expenses over €100, an official invoice issued in the company's name is required.

Mileage reimbursements for using a private car are permitted but must be documented with a log, such as an Excel record or Google Maps screenshots showing the route, departure point, destination, and distance.



5. Home office costs

- Each employee receives a monthly allowance of €28.
- This amount is non-taxable and must be clearly stated in the employment contract.



6. Equipment

Expenses for equipment, including laptops, mobile phones, office supplies, and furniture, must be business-related.



7. Prohibited items

The following expenses are strictly prohibited and will not be reimbursed:

- **Personal expenses**, such as household items, supermarket goods for personal use, personal phone bills, clothing, and cosmetics.
- **Supermarket receipts containing personal items.** Supermarket receipts are acceptable only if they contain exclusively food expenses incurred during a business trip.

! Documentation requirements

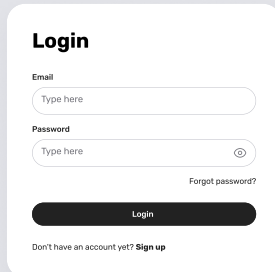
A statement of expenses is mandatory for every submission. The statement of expenses must:

1. Include a detailed list of expenses by category, such as hotel, fuel, meals, and tolls.
2. Be numbered, dated, and contain the payment period.
3. Have all corresponding receipts or invoices attached. Receipts or invoices submitted without a Statement of Expenses are not sufficient.
4. Be signed by both the employee and the director, Costa. Digital signatures are accepted.

The official statement of expenses form **can be requested** from Native Teams.

Expense Submission Process

Submitting via **Native Teams** Platform



Login

Email
Type here

Password
Type here

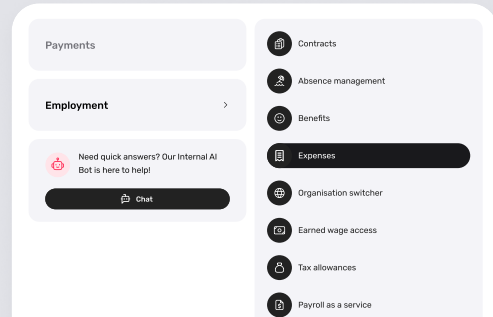
Forgot password?

Login

Don't have an account yet? [Sign up](#)

STEP 1

Log in to your Native Teams account.



Payments

Employment

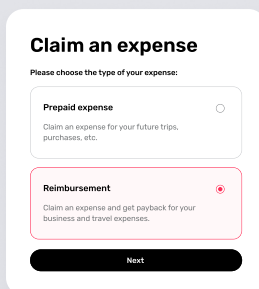
Need quick answers? Our Internal AI Bot is here to help!

Chat

- Contracts
- Absence management
- Benefits
- Expenses
- Organisation switcher
- Earned wage access
- Tax allowances
- Payroll as a service

STEP 2

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



Claim an expense

Please choose the type of your expense:

Prepaid expense
Claim an expense for your future trips, purchases, etc.

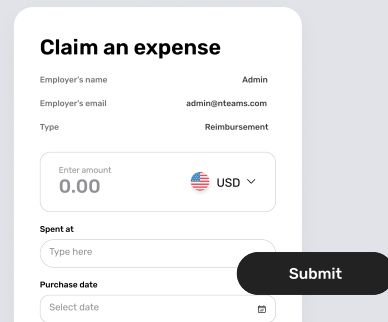
Reimbursement
Claim an expense and get payback for your business and travel expenses.

Next

STEP 3

Select the expense type:

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



Claim an expense

Employer's name: Admin

Employer's email: admin@ntteams.com

Type: Reimbursement

Enter amount: 0.00 USD

Spent at: Type here

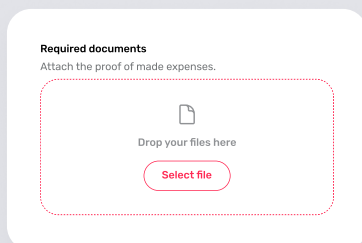
Purchase date: Select date

Submit

STEP 4

Fill in the required details:

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



Required documents

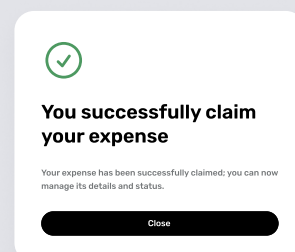
Attach the proof of made expenses.

Drop your files here

Select file

STEP 5

Attach proof (invoice, receipt, etc.).



You successfully claim your expense

Your expense has been successfully claimed: you can now manage its details and status.

Close

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.

⚠ Payment procedures

Funding source: Payments for business expenses should be made directly from the company's bank account to the employee.



Native Teams legal entity - Greece

◆ **Entity name:** Native Teams ΜΟΝΟΠΡΟΣΩΠΗ ΙΚΕ

◆ **Registration number:** 167347904000

◆ **Registered address:** 1 Demokratias Square, 54629 Thessaloniki

Native Teams

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