



Ireland Expense Reimbursement Procedure

This guide outlines which expenses may be reimbursed in Ireland, under what conditions, and what documentation is required. All claims must comply with Irish tax regulations and be properly documented.

Eligible expenses

The following types of expenses may be reimbursed when related to business activities:

- ◆ **Travel expenses** – flights, local transport, accommodation, etc.
- ◆ **Work-related purchases** – software, equipment, job-specific tools.
- ◆ **Home office expenses** – not reimbursable tax-free under Irish law.
- ◆ **Business entertainment** – not reimbursable, tax-free.

Reimbursement conditions



1. Travel expenses

- Native Teams follows an expense-based reimbursement model.
- Business travel costs are reimbursed tax-free, provided valid receipts are submitted.
- Mileage claims and per diem allowances are not currently in use.



2. Home office costs

- Considered a taxable benefit under Irish law.
- These costs are not reimbursed unless taxed accordingly through payroll.



3. Work-related expenses

- Must be supported by valid receipts.
- The item must be clearly linked to business needs.
- Partial reimbursement is possible if the item is used for both personal and business purposes.

⚠ Documentation requirements

General

To process a reimbursement, the following is required:

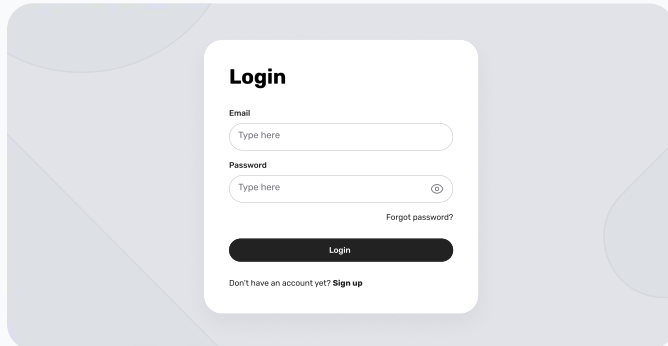
- Receipts/invoices containing all mandatory information listed above.
- A clear explanation of the business purpose of the expense.
- Internal review and approval by Native Teams.
- All claims are subject to audit by Revenue (Irish Tax and Customs).
- Documentation must be retained for a minimum of three years.

Receipts and invoices must include

- Business name;
- Vendor address;
- Date of transaction;
- Total amount;
- Vendor TIN (Tax Identification Number).

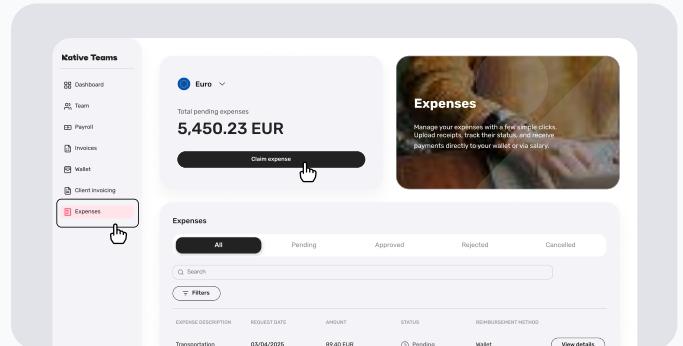
Expense Submission Process

Submitting via **Native Teams** Platform



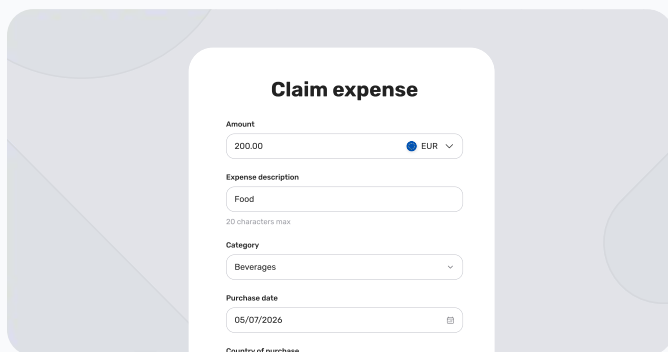
STEP 1

Log in to your Native Teams account.



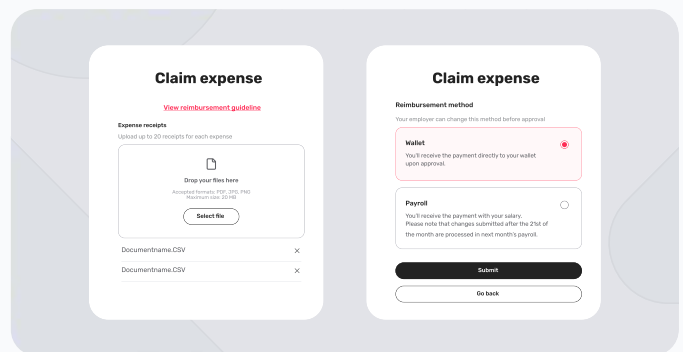
STEP 2

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



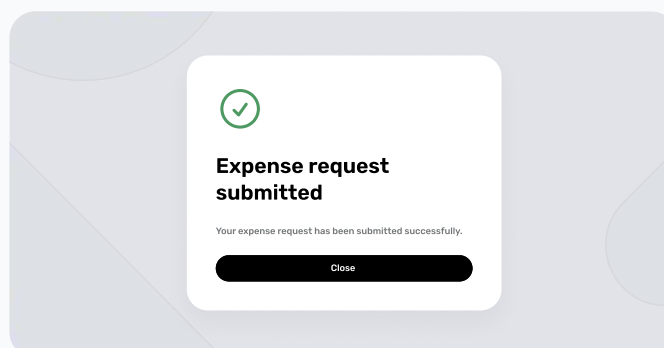
STEP 3

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 - Ireland

◆ **Entity name:** NATIVE TEAMS LIMITED

◆ **Registration number:** 732559

◆ **Registered address:** Blanchardstown Corporate Park Ballycoolen Road, Blanchardstown
Dublin, D15 AKK1, Ireland

Native Teams

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