



# Kyrgyzstan Expense Reimbursement Procedure

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

## Eligible expenses

The following types of business-related expenses may be reimbursed:

- ◆ **Travel expenses** – including flights, accommodation, and transport.
- ◆ **Work-related purchases** – such as software, tools, and office supplies.
- ◆ **Business entertainment** – meals with clients or partners, with valid receipts.

## Reimbursement conditions



### 1. Travel expenses

Two reimbursement models may apply:

- **Per Diem model (*not currently in use*)**
  - Flights and hotels must be booked by the employer.
  - A travel order must be completed in advance.
  - Per diems must be paid before departure.
  - Daily allowance rates are set by the Kyrgyz government.
- **Expense-based model (*currently used*)**
  - Employees are responsible for paying for their own travel and submitting receipts for reimbursement.
  - No per diem is provided.
  - There are no monetary limits, provided the expense is reasonable and related to the work.



### 2. Work-related expenses

- No fixed threshold.
- The purchase must be clearly linked to Native Teams' business activities in Kyrgyzstan.
- Must be supported by a valid receipt or invoice.



### 3. Client & business entertainment

- Fully reimbursable when supported by a valid receipt.
- The expense must be directly related to professional activities (e.g., meals with clients or partners).

## ⚠ Documentation requirements

### General

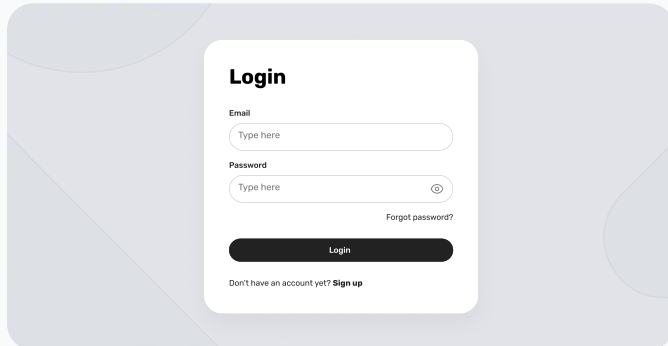
- Receipts and invoices must follow the local format and include all required fields.
- Expense justification is not required, but should be clear from the context.
- All documentation is subject to review by Kyrgyz tax authorities during audits or tax filing.s
- All documents must be retained for a minimum of three years, preferably in digital format (PDF or Excel).

### Receipts and invoices must include

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

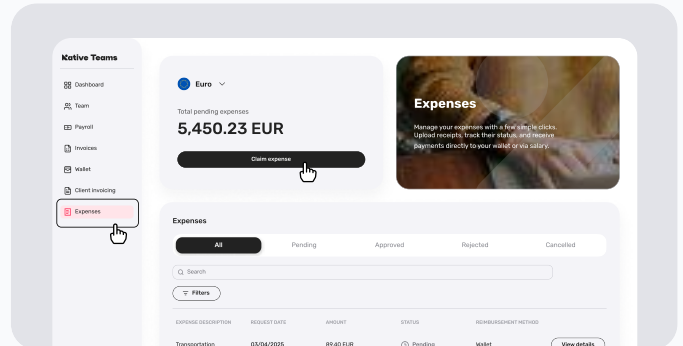
# Expense Submission Process

## Submitting via **Native Teams** Platform



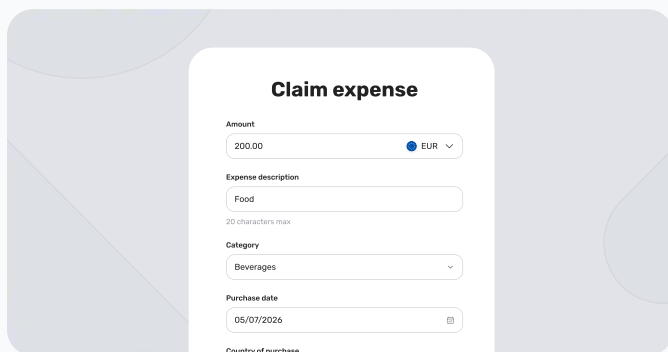
### STEP 1

Log in to your Native Teams account.



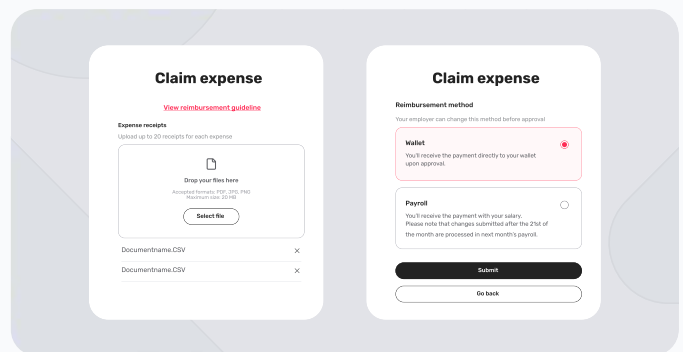
### STEP 2

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



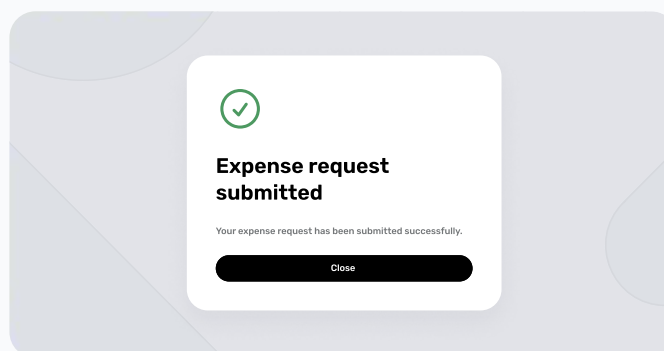
### STEP 3

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 - Kyrgyzstan

◆ **Entity name:** Общество с ограниченной ответственностью "Нэйтив Тимс"

◆ **Registration number:** 213061-3301-000

◆ **Registered address:** Isanov Street 79, Office 302, Bishkek, Kyrgyz Republic

**Native Teams**

For any questions regarding expense reimbursements, please  
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