



Madagascar Expense Reimbursement Procedure

This guide outlines the rules and conditions for reimbursing business-related expenses in Madagascar. All reimbursements must comply with local compliance guidelines and Native Teams' internal accounting standards.

General principles

- Employees can generally be reimbursed for reasonable business-related expenses incurred in the course of their duties.
- To qualify for reimbursement, adequate supporting documentation must be submitted and retained.
- Expenses that are personal in nature or lack supporting documentation may not qualify for reimbursement and may have different tax implications.

Eligible expenses

The following business-related expenses are eligible for reimbursement:

- ◆ **Business travel expenses** – Airfare, train tickets, taxis, mileage, fuel, parking, and tolls.
- ◆ **Accommodation costs** – Incurred during business travel.
- ◆ **Meals and subsistence** – Expenses incurred while travelling for business purposes.
- ◆ **Business communication** – Work-related phone or internet costs, provided they are approved by the company.
- ◆ **Office supplies & equipment** – Supplies, equipment, and other materials purchased for business use.
- ◆ **Professional development** – Training, conferences, or professional development expenses approved by the employer.
- ◆ **Immigration costs** – Visa, work permit, or other immigration-related costs required for employment, where applicable.

Reimbursement conditions



1. Business relevancy

All expenses must be reasonable and strictly incurred in the course of professional duties.



2. Policy compliance

All reimbursement requests must be submitted in accordance with the company's expense reimbursement policy to ensure compliance.



3. Exclusions

Expenses of a personal nature are not reimbursable under standard reimbursement.

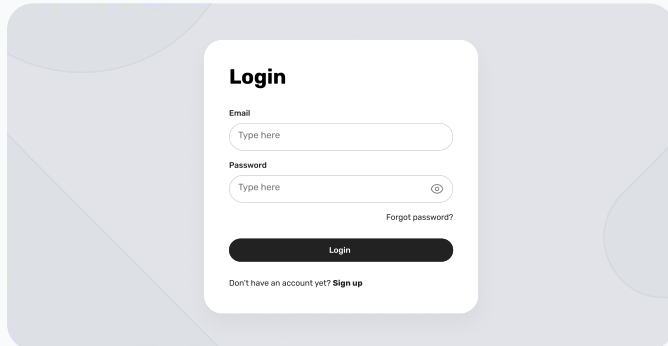
❗ Documentation requirements

To process a reimbursement claim in Madagascar, the following must be provided:

- **Appropriate documentation:** Mandatory for all claims to ensure compliance.
- **Proof of purchase/payment:** Valid supporting documentation such as original receipts, invoices, or proof of payment.

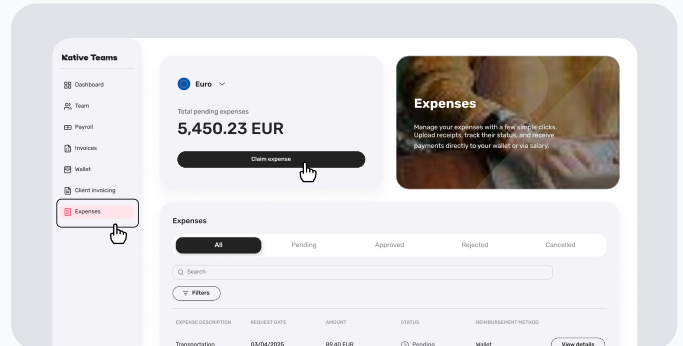
Expense Submission Process

Submitting via **Native Teams** Platform



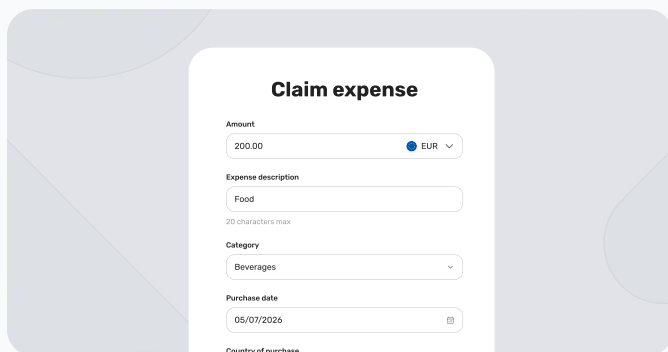
STEP 1

Log in to your Native Teams account.



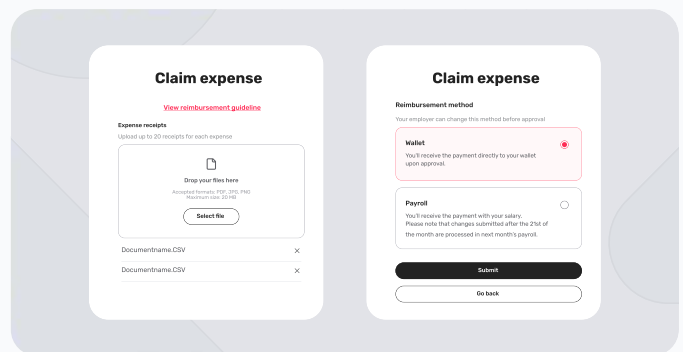
STEP 2

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



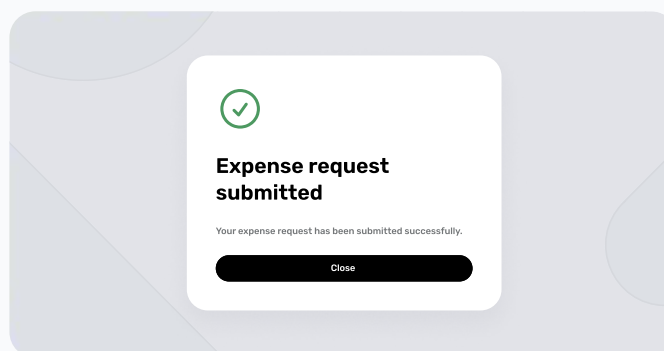
STEP 3

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 - Madagascar



◆ **Entity name:** NATIVE TECHNOLOGIES SARLU

◆ **Registration number:** RCS Antananarivo 2025 B 00760

◆ **Registered address:** Lot VA 19 DB Tsiadana CUA ANTANANARIVO II ANTANANARIVO
RENIVOHITRA Analamanga, CUA ANTANANARIVO 2, Madagascar

Native Teams

For any questions regarding expense reimbursements, please contact
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