



Morocco Expense Reimbursement Procedure

This guide outlines which expenses may be reimbursed in Morocco, under what conditions, and what documentation is required. All reimbursements must relate to legitimate business activities and comply with Moroccan tax laws and internal Native Teams policies.

Eligible expenses

The following expense categories are eligible for reimbursement if clearly work-related and appropriately documented:

- ◆ **Travel expenses** – Flights, accommodation, local transportation, per diems.
- ◆ **Work-related purchases** – Laptops, office supplies, business software.
- ◆ **Home office expenses** – Internet, electricity (may be treated as an allowance and taxed via payroll).
- ◆ **Client & business entertainment** – Meals with clients, work-related fuel expenses.
- ◆ **Other business-related expenses** – Subject to case-by-case review and internal approval.

Reimbursement conditions

Expenses may be reimbursed only if they are directly related to business activity and adequately documented. The following categories are typically non-taxable:



1. Travel expenses

- No statutory cap on reimbursable travel expenses.
- Per diems:
 - Within Morocco, it is usually treated as a payroll item.
 - Outside Morocco, reimbursement is based on submitted receipts and invoices.
- Mileage reimbursement: 3 MAD per kilometre for use of a personal vehicle.
- All travel must be work-related and supported by valid documentation.



2. Work-related expenses

- Must be directly linked to business activity (e.g., IT equipment, furniture), and purchases may be considered company assets and subject to taxation.
- All purchases must have a clear link to business activities.



3. Home work costs

- There is no specific statutory limit for home office reimbursements.
- If reimbursed, these may be treated as an allowance and processed through payroll.



4. Client & business entertainment

- Meal expenses are exempt up to twice the Moroccan minimum hourly wage (currently 17.10 MAD × 2).
- Receipts must include all necessary details, and participants must be directly related to the work.
- Fuel expenses are eligible if they are business-related and properly documented.

! Documentation requirements

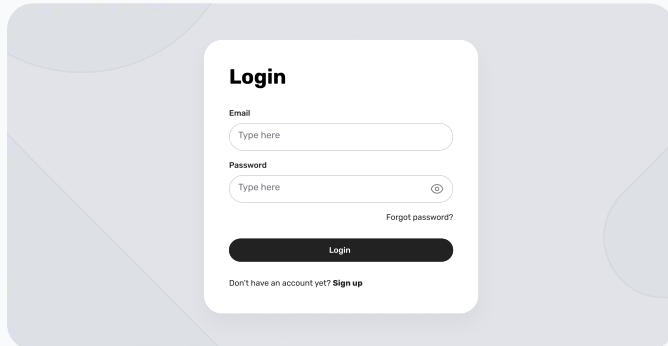
- Receipts and invoices must be itemised and comply with Moroccan tax regulations.
- Each reimbursement must include an expense justification that outlines the purpose of the expense, meeting details, travel destinations, and participants, if applicable.
- All claims must be reviewed and signed off by the designated approver.
- Documentation must be stored for at least one year in compliance with Moroccan law.

Receipt requirements

- Receipts should preferably be issued in the Native Teams' company name.

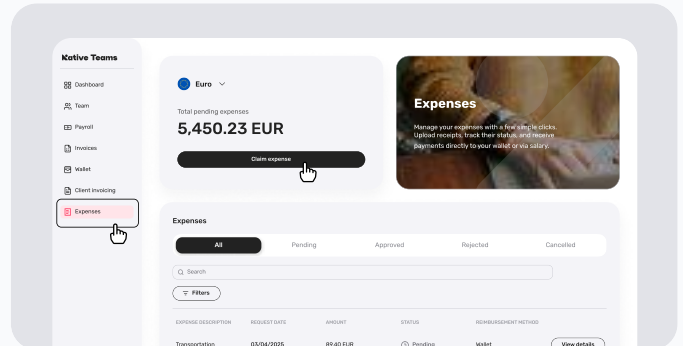
Expense Submission Process

Submitting via **Native Teams** Platform



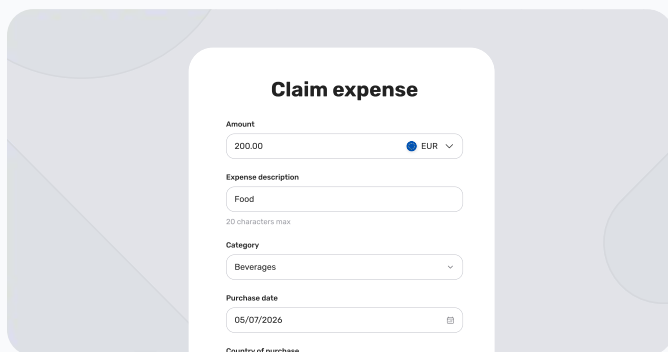
STEP 1

Log in to your Native Teams account.



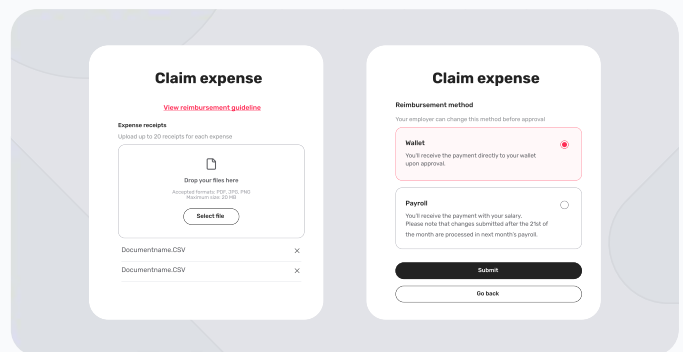
STEP 2

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



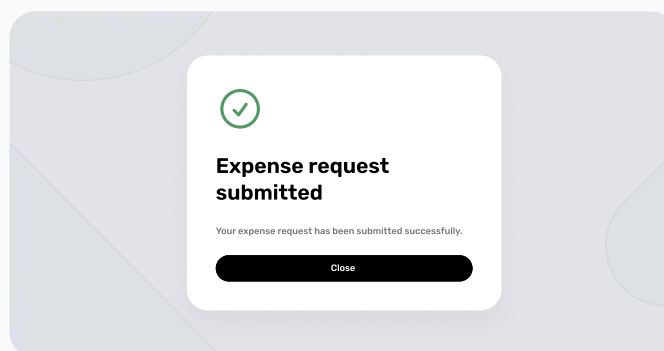
STEP 3

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 - Morocco

◆ Entity name: NATIVE TEAMS

◆ Registration number: 570249

◆ Registered address: 49 Rue Ahmed Barakat, RDC N 3, Maarif, Casablanca

Native Teams

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