



Native Teams

Norway Expense Reimbursement Procedure

This guide explains which expenses are reimbursable in Norway, under what conditions, and what documentation is required for reimbursement. All reimbursements must relate to legitimate business purposes and comply with both Norwegian tax regulations and Native Teams' policies.

Eligible expenses

- ◆ **Travel expenses** – flights, trains, buses, taxis, accommodation, and per diems.
- ◆ **Private car use** – reimbursed at a standard mileage rate (see conditions below).
- ◆ **Rental cars** – rental fee and fuel costs (for business use only).
- ◆ **Work-related purchases** – approved supplies, tools, or equipment.
- ◆ **Home office costs** – valued on a case-by-case basis.
- ◆ **Client/business entertainment** – meals and hospitality during business travel
- ◆ **Other incidental expenses**– e.g. parking, tolls, or minor local transport costs.

Reimbursement conditions



1. Per diem / Daily allowance

- Not mandatory – subject to agreement between employer and employee.
- If provided, per diem can be tax-free within the following limits:

Trip type	Non-taxable limit	Notes
Day trip (6–12 hrs)	NOK 200	
Day trip (12+ hrs)	NOK 400	
Overnight – Hotel	NOK 658/day	Covers food and lodging
Overnight – Dorm	NOK 400/day	No cooking facilities
Overnight – Dorm	NOK 102/day	Cooking facilities available

- Meal breakdown (if using per diem):
 - Breakfast – 20%;
 - Lunch – 30%;
 - Dinner – 50%.
 - Per diem does not apply to daily routine travel; only overnight travel is eligible for reimbursement.
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2. Accommodation

- Reimbursed with receipt.
 - Ideally issued in Native Teams' name; otherwise, must be accompanied by a travel invoice.
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3. Transportation (train, bus, airfare)

- Reimbursed with receipt.
 - A travel invoice must include the date, route, amount, and type of transportation.
 - The company name is not required if proper travel documentation is provided.
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4. Taxi, public transport, tolls

- Reimbursed with receipt.
 - If the ticket is anonymous (e.g. metro), it must be listed on the travel invoice with date, route, and amount.
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5. Meals

- Reimbursed only if no per diem is paid.
 - Must meet Bookkeeping Act documentation standards.
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6. Parking

- Reimbursed with receipt.
 - Receipts are not required for individual expenses up to NOK 100 if listed on the travel invoice.
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7. Private car use

- Mileage rate: NOK 3.50/km (covers fuel and all vehicle costs).
- Requires a driving log that includes:
 - Name and address;
 - Dates and travel purpose;
 - Routes and distances (via Google Maps or odometer);
 - Events attended;
 - Names of any passengers (if claiming a supplement);
 - Signature.



8. Rental car

- Fully reimbursed if business-related and supported by documentation; it covers rental fee, fuel, and related expenses.

⚠ Documentation requirements

Travel Invoice / Bill (required for per diems, mileage, and unvouched expenses)

Must include:

- Employee name and address.
- Departure and return dates/times.
- Purpose of travel.
- Events attended.
- Accommodation details (name, address, type, cooking facilities).
- Employee signature.

Receipts / Invoices

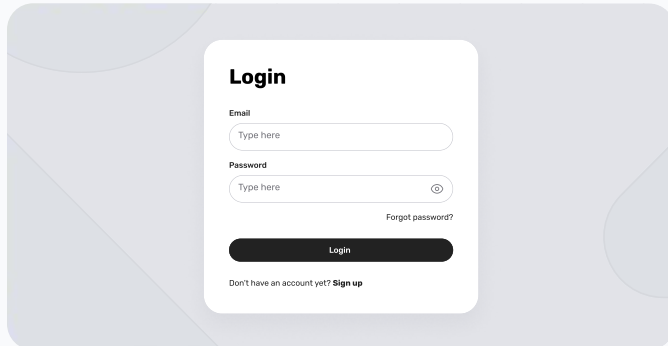
- Must comply with the Bookkeeping Act.
- Must include: vendor, date, amount, description, and VAT (if applicable).
- Preferably issued in the name of Native Teams AB.
- Anonymous transport tickets are accepted if listed on the travel invoice.

Additional

- Driving log – for private car mileage.
- Rental agreement and fuel receipts – for car rentals.

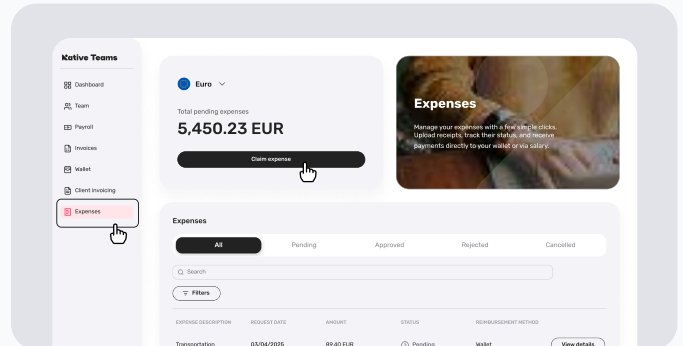
Expense Submission Process

Submitting via **Native Teams** Platform



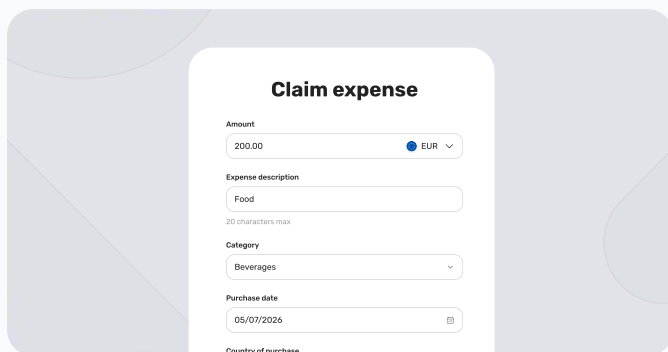
STEP 1

Log in to your Native Teams account.



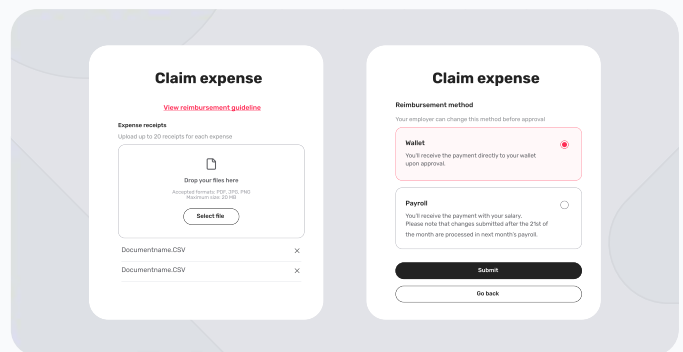
STEP 2

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



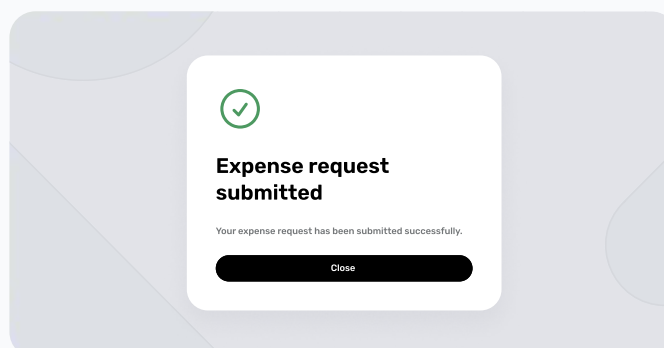
STEP 3

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 - Norway

◆ **Entity name:** Native Teams AB

◆ **Registration number:** 559407-7090

◆ **Registered address:** Kungsbros Strand 29, 112 26 Stockholm, Sweden

***Note:** Although based in Sweden, this legal entity is used for supporting operations in Norway.*

Native Teams

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