



Philippines Expense Reimbursement Procedure

This guide outlines the expenses that may be reimbursed in the Philippines, the conditions under which they can be reimbursed, and the required documentation. All expenses must be business-related, properly documented, and compliant with Philippine tax regulations.

Eligible expenses

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

- ◆ **Travel expenses** – flights, accommodation, per diems.
- ◆ **Work-related purchases** – office supplies, tools, certifications.
- ◆ **Home office expenses** – internet, electricity (if supported by documentation).
- ◆ **Business entertainment** – meals with clients, team functions.
- ◆ **Other reimbursable costs** (if outlined in company policy):
 - Work-related medical expenses;
 - Relocation and transfer costs (e.g., packing, temporary housing);
 - Certification and exam fees related to job duties.

Reimbursement conditions



1. Business travel (domestic & foreign)

- No statutory reimbursement limit.
- Reimbursable if travel is properly documented.
- Per diems may apply depending on the company policy.



2. Home office costs

- Reimbursable as non-taxable if based on actual expense receipts.
- Considered taxable if provided as a flat allowance.



3. Work-related expenses

- ₱50,000 or below: may be expensed directly.
- Above ₱50,000: treated as company-owned assets.
- If the company is owned, VAT input tax credit (ITC) may be claimed.
- If the employee owns the asset, reimbursement is tax-free; however, the ITC cannot be claimed.



4. Client & business entertainment

- No fixed cap, but valid receipts are required.
- Non-business participants (e.g., family members) are not eligible for reimbursement.
- Must include a clear business purpose.



5. Gifts & awards

- Cash or gift cheques are taxable.
- For non-cash gifts, the tax-exempt amount is up to ₱5,000 per year; any amount exceeding this limit is taxable.

! Documentation requirements

Receipt Requirements

- Must include VAT details where applicable.

Travel-specific documents

- Airline tickets with the passenger's name, date of travel, class, and ticket number. In addition to the airline receipt, a formal invoice identifying the company name (Native Teams) must be attached.
- Currency conversion slips for foreign payments. Also, a formal invoice identifying the company name must be provided for the underlying expense.

Expense justification

Required for all claims, including:

- The business purpose of the expense.
- Names and roles of participants.
- Meeting agenda, travel purpose, and location.

Approvals & record-keeping

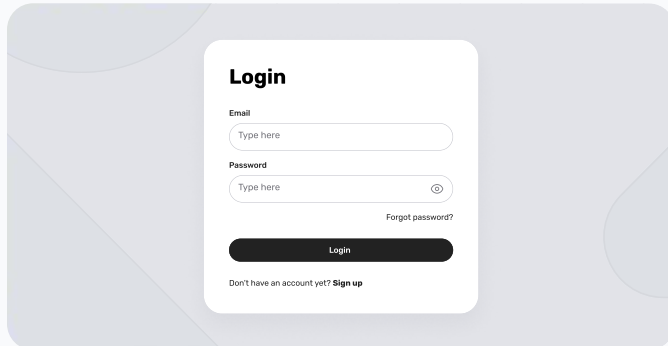
- Claims are reviewed by the employee's immediate supervisor or department head.
- Documents must be scanned or saved digitally (PDFs accepted) and retained in accordance with local tax laws.

Receipts and invoices must include

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

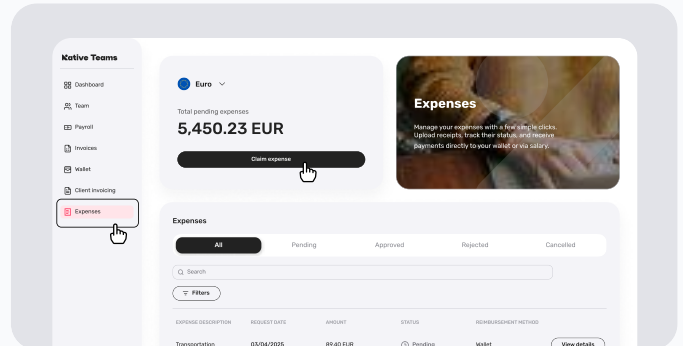
Expense Submission Process

Submitting via **Native Teams** Platform



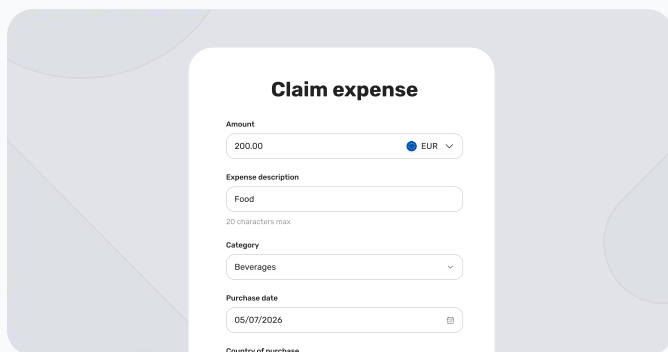
STEP 1

Log in to your Native Teams account.



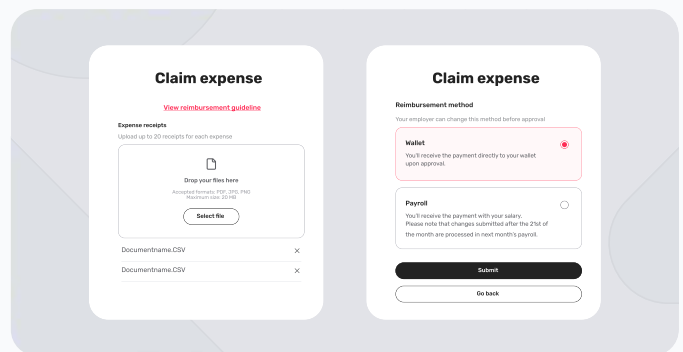
STEP 2

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



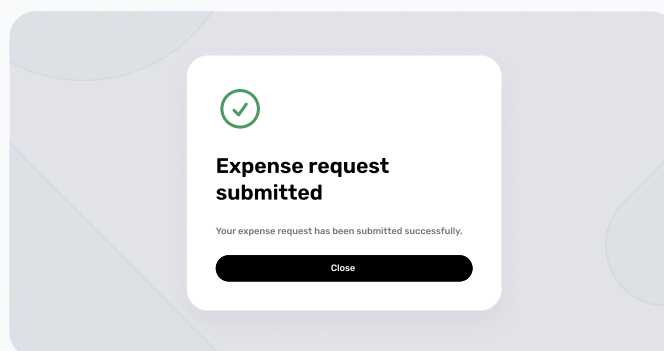
STEP 3

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 - Philippines

◆ **Entity name:** Native Teams Corp.

◆ **Registration number:** 2023050099524-00

◆ **Registered address:** Unit 707, Avida One Park Drive, 11th Avenue corner 9th Avenue, Bonifacio Global City, Fort Bonifacio, Taguig City, 1634, Philippines

Native Teams

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