

Poland Expense Reimbursement Procedure

This guide outlines the expenses eligible for reimbursement in Poland, the conditions under which they are reimbursable, and the required documentation. All reimbursements must relate to legitimate business purposes and comply with Polish tax laws and Native Teams' internal policies.

Eligible expenses

- ◆ **Travel expenses** – domestic and international transportation (e.g. plane, train, bus), accommodation, and taxis.
- ◆ **Private car use** – reimbursed based on a fixed per-kilometre rate (see Mileage Form for details).
- ◆ **Daily allowances (per diems)** – applicable for domestic and foreign business trips, depending on trip duration and meal provisions.
- ◆ **Work-related purchases** – e.g. laptops, office supplies, or similar items used for business purposes.
- ◆ **Client & business entertainment** – meals with clients (must be documented; per diem will be adjusted accordingly).
- ◆ **Other business-related expenses** – must be directly linked to work and not of a personal nature.

Reimbursement conditions



1. Business travel (domestic & foreign)

- Foreign trips must include a daily allowance (see official rate table in the Business Trip Form).
- Domestic travel qualifies for a daily allowance only if the trip exceeds 8 hours and meets additional eligibility requirements.
- Weekend travel may qualify if work was performed during that time.
- Daily allowance rules:
 - Less than eight hours: no allowance;
 - 8–12 hours: PLN 22.50 (50% of full per diem);
 - More than 12 hours: PLN 45.00 (whole per diem)
- If meals are provided, the per diem must be reduced:
 - Breakfast – 25%;
 - Lunch – 50%;
 - Dinner – 25%.



2. Meal costs

- If meals are provided by Native Teams or supported by receipts, they reduce the applicable per diem.
- Business meals with clients can be reimbursed if:
 - The receipt is in the name of Native Teams;
 - The per diem is adjusted accordingly.



3. Private car use

- Must be work-related and documented via the official mileage form.
- Reimbursement is based on the non-taxable rates listed in the official template.



4. Work-related purchases (non-trip expenses)

- All purchases, including office materials and equipment, must be submitted through the monthly expense form.
- Each expense must:
 - Include a valid receipt;
 - Be clearly described;
 - Be relevant to Native Teams' business.



5. Trip start & end time

- Foreign trips: measured from departure abroad to first arrival in Poland.
- Domestic trips: based on timestamps from tickets (train/bus). If unavailable, times must be reasonably estimated.
- Accurate timing is essential to ensure accurate per diem calculations.



Documentation requirements

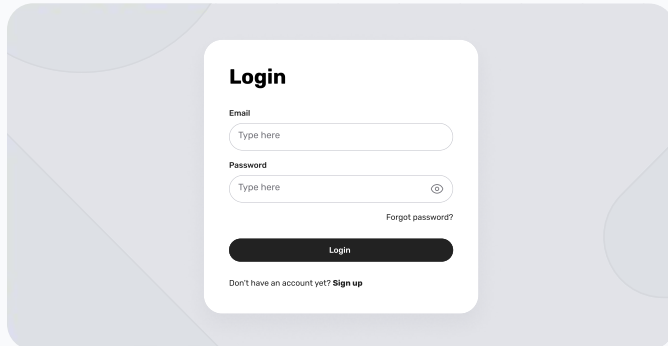
- **Business trip form** – for all travel-related expenses (must be signed by the employee).
- **Monthly expense form** – for any non-travel-related expenses.
- **Receipts / Invoices:**
 - Must be issued to Native Teams or the employee (company name preferred);
 - Screenshots, booking confirmations, or email previews are not accepted – only valid receipts are accepted;
 - Each receipt must be accompanied by a description (including purpose, date, and business link, etc.).
- **Mileage form** – required for private car use.

All receipts must be:

Issued in Polish currency or clearly converted from foreign currency using the exchange rate from the day before the receipt date.

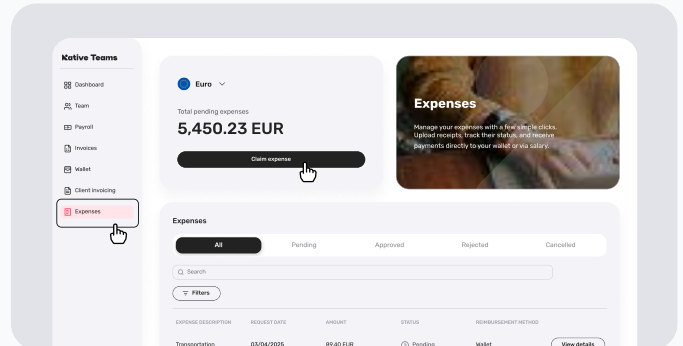
Expense Submission Process

Submitting via **Native Teams** Platform



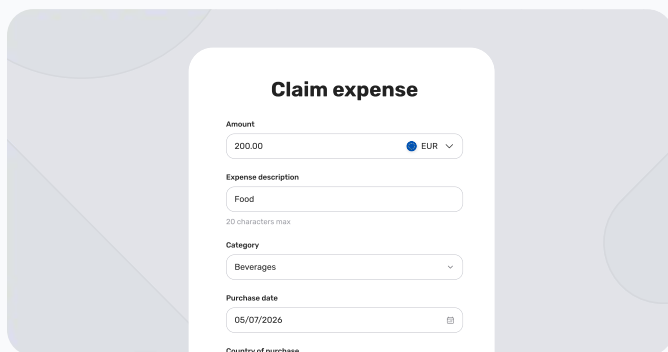
STEP 1

Log in to your Native Teams account.



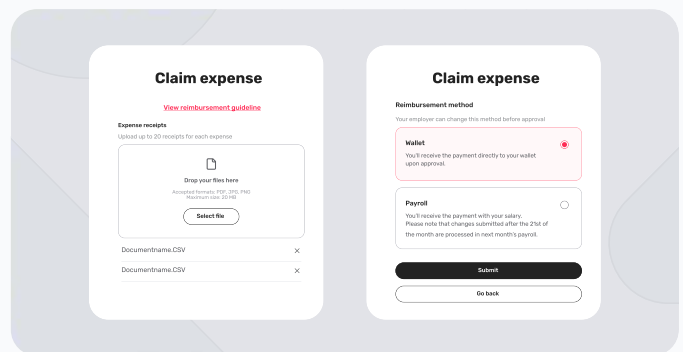
STEP 2

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



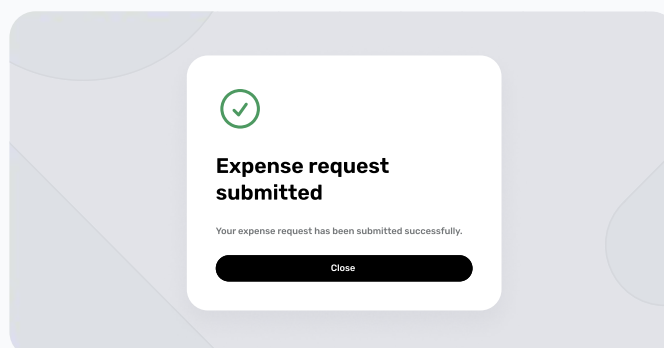
STEP 3

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 - Poland

◆ **Entity name:** Native Teams SPZOO

◆ **Registration number:** 8513270921

◆ **Registered address:** Mazurska 23/2, 70-444 Szczecin, Poland

Native Teams

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