



EXPENSE REIMBURSEMENT POLICY

In the course of your duties as an employee of PMG, you may be required to pay for goods/services that allow you to do your job. Any eligible expenses that you incur on behalf of PMG will be reimbursed in full.

QUALIFYING EXPENSES

Qualifying expenses entail:

- expenses which have been entirely or in-principle approved by line manager before incurring the expense
- expenses whose prior approval could not be taken due to unavoidable circumstances, but were approved by line manager afterwards

This covers expense such as accommodation, food and travel expenses for business purposes.

PROCEDURE.

To be reimbursed for work-related expenses, follow these steps:

1. Consolidate expense receipts and prepare expense summary along with expense approval email, and advances, if any
2. Submit them within the same month to manager/ supervisor/ accountant