How can I request ANY reimbursement and when it's paid?

Step 1

> First of all, if you made any other reimbursement in the past, you can ask for your available budget 👉 here and you will receive an email with all your previous reimbursement information, your remaining available budget and a link to the approval request form with your personal information prefilled.

If you don't need to check your budget, you can use this form to request the **approval** for all your reimbursements at once (up to 10 reimbursement requests by form).

In this form you will need to complete the details of the reimbursements you are requesting (Description, amount, payment evidence, etc.) so we can evaluate the approval of the request.

To reduce the chance of rejection, and according to the type of expense you will ask for reimbursement, you should take into consideration the following:

- *Personal Development Budget*: If you are not sure your request match with the categories mentioned on this budget description, please contact your HRBP to clarify any doubt.
- *Remote Work Equipment Budget*: Before you make any purchase, please contact your HRBP and have an informal approval in advance.
- **Project and Meetings Expenses**: Before you make any purchase, please contact your PjM or PdM and have an informal approval in advance.
- **Company Meetings**: Before using this category, ask your HRBP.

As soon as you submit the form, you will receive a summary email with all the information you submitted.

The deadline to submit and approve expense requests is every 27th (excepting Feb. which will be on 25th). Otherwise, the expense will be approved and reimbursed the next month.

Step 2...no more steps 🎉!

If your requests are approved, you will receive an email informing you of the approvals ...**AND THAT'S IT!** No more forms (**You don't even need to go to Deel anymore**, we will do all that annoying work for you 😎👍).

In case, for any reason, any of your requests would be rejected, you will receive an email explaining the situation and giving you the next steps to resolve the situation.

The approved requests will be paid during the **approved month**.

How to log Expenses - Tutorial

https://www.loom.com/share/d2ba4d41a748434b8a321e657abc3c71

IMPORTANT

- Remember to always enter the amounts in USD (this applies to every step of the reimbursement process). If you want to know which exchange rate do you have to use, you can check it below 👇

What exchange rate should I use to fill the reimbursement form?

For most countries, you should use the official **seller** exchange rate from the day you paid it cash, or when you paid the credit card.

Please find below country exceptions:

- Argentina: unofficial **seller** exchange rate from sites like [Ambito Financiero](#) (Historic old values [here](#))

Cotización del dólar blue | Pre

Seguí la cotización del dólar blue con el promedio del dólar ámbito. Resumen

06/10/2022 - 10:14		
Variación	**Compra**	**Venta**
=0,00%	278,00	282,00

Personal Development Budget (PDB)

Every Team Member has **1,000** USD a year, that can be use for your personal development, whether it is yoga, learning Cantonese, or getting those AWS certifications.

We have covered the following usages:

- English lessons (also Chinese, German or whatever, although we think English should be the top priority)
- Gym or any fitness 🏋️ 🏋️ 🏅
- Studies or Trainings 🤓
  - University or College degrees 👩‍🎓
  - Postgraduate courses or degrees 👩‍🎓
  - General content subscriptions
- Readings 👓
  - Newspapers 🗞️
  - Tech magazines 📰
  - Books and eBooks (you can share them too 🙏) 📚
- Health Care (Monthly Plan only - No meds) 👩‍⚕️ 🏥
- Internet Provider 🌎
- Mobile Carrier 📱
- Wellbeing sessions ☺
  - Chiropractic
  - Osteopathy
- Child or Parental Care 🧒 👨 👩
- Streaming Services 🎥 🎵
- Software Licenses 🖼️

How can I request the reimbursement and when it's paid?

Same as described before at the [general process](#).

⚠️ The cap is 1000 USD every 12 months of being a team member.

Services without receipt Reimbursement

In cases like Streaming Services, where there is not an actual receipt, we can use as evidence a screenshot from the platform billing section, showing the monthly amount of the hired plan and the **Team Member's Name** in the same screen (examples below).

> As another alternative it is also possible to use as evidence an email from the provider where it is shown the Team Member's personal email and the amount of the platform hired plan.

What does the Equipment/Remote Work Package budget cover?

We can cover up to 💰 **1,500** USD one time only ⚠️. But can be recheck if you have been a while 🕙 with us! So far is every 3 years.

We have covered the following usages:

- Laptops or desktops computers
- Headsets, microphones or webcams
- Screens/monitors
- Desks and chairs
- Keyboards and mouse

Friendly reminder: this is a benefit, and you own these equipment.

How can I request the reimbursement and when it's paid?

Same as described before at the general process.

⚠️ In case your purchase exceeds the 1,500 USD (iE a MacBook Air that costs 2,400 USD), you should complete the **form** with the cap of 1,500 USD.

Can I buy something used or without an official invoice/ticket?

Yes. But you should provide us the following information ⚠️:

- Unofficial receipt should state your full name and ID number
- ID or serial number of the device
- A photo that shows clearly that ID or serial number

What happens to the Laptop if I quit or get terminated?

If you quit or in the unlikely case your contract gets terminated, and, if 12 month did not yet passed since your **last signed your contract, contract amendment or Statement of Work**, then we are entitled to request the return all of the reimbursed values under the Remote Work Equipment Budget. You can check this clause under 1.7 Termination of Agreement in the contract.

Mac/Apple and PC vendors

Country	Name	Devices	Referred by	Notes
Argentina	Technogoodies	Mac, Iphone, etc	Nehuen David Benitez	Price list
Argentina	TP Tecno	Mac	Alberto Torres	
Argentina	iAR Store	Mac	@Eduardo Pacheco	
Argentina				● Slack thread ● Slack thread
Argentina	Glic	All. Currier from US.	Mariano Cordoba	Slack thread
Colombia	CondorBox	All. Currier from US.	Daniel Padilla	Slack thread
Argentina	Amazon.uk Amazon.es Amazon.de	All	Juan Jose Coello Cabrera	Slack thread
Argentina	Arreglos.ios	Mac	@Emmanuel Chierchie	
Argentina	Hernan	All	Matias Velilla	

Project and Meeting Expenses

Project Per-se

Sometimes we need to purchase for a given project, stuff like:

- ○ Phones
- ○ Licenses
- ○ devices
- ○ etc.
1. Request the reimbursement as usual and select the this category: **Project Expense**
2. Don't forget to attach your Manager's approval

Project meetings

Other times the client approved a budget for:

- Lunch or dinner
- A remote gathering
- Coworking in person meeting
- etc.

1. [Request the reimbursement as usual](#) and select the this category: **Project Meeting**
2. Don't forget to attach your Manager's approval

Company Meetings

When the good times of meeting in person come, we need to pay the bill 😆

Due to the nature of our decentralized structure, we found that the following collaborative approach has given the best results:

1. Get together and share food and drinks 🥳 🍷 🍔 🍖
2. Summarize all the expenses from everyone 💰
3. Split it evenly among all the attendants
4. Each one pays its share with the most convenient way
5. [Request the reimbursement as usual](#) and select the this category: **Company Meeting**
   a. Don't forget to attach your HRBP's approval or evidence.
6. That's it 🎉