

Expense & Reimbursement FAQs

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Category: Expenses & Reimbursement

General Questions

Q: What expense system does NovaTech use?

A: NovaTech uses **Ramp** for all business expenses. Access Ramp at ramp.com or through the Ramp mobile app. Use your NovaTech email to log in via SSO.

Q: How do I get a corporate card?

A: All full-time employees receive a Ramp corporate card:

1. Log in to Ramp (ramp.com)
2. Complete card request form
3. Card ships within 3-5 business days
4. Virtual card available immediately

Contact finance@novatech.com if you don't have card access.

Q: What's the difference between the corporate card and reimbursement?

A:

Method	Use For	Process
Corporate Card	Most business expenses	Auto-categorize in Ramp, add receipt
Reimbursement	Out-of-pocket expenses	Submit via Ramp reimbursement

Use the corporate card whenever possible - it's faster and easier to track.

Expense Categories

Q: What categories should I use for expenses?

A: Common expense categories in Ramp:

Category	Examples
Travel - Airfare	Flights
Travel - Lodging	Hotels, Airbnb
Travel - Ground	Uber, rental cars, parking
Meals - Business	Client meals, team meals
Meals - Travel	Meals while traveling
Software	SaaS subscriptions
Learning & Development	Courses, books, conferences
Home Office	Equipment, internet
Office Supplies	General supplies
Professional Services	Contractors, consultants

Select the category that best matches the expense.

Q: What's the per diem for meals while traveling?

A: We don't use per diem. Instead, follow these guidelines:

Meal	Maximum
Breakfast	\$25
Lunch	\$35
Dinner	\$60
Daily Total	\$120

For expensive cities (NYC, SF, London), a 20% increase is acceptable.

Approval & Limits

Q: What are the spending limits?

A:

Expense Type	Auto-Approved	Manager Approval
Standard expenses	Up to \$500	\$500+
Travel	Up to \$2,000	\$2,000+
Software (new)	Up to \$100	\$100+
Client entertainment	Up to \$200	\$200+

Q: Do I need pre-approval for travel?

A: Yes, pre-approval is required for: - Flights over \$750 - Hotels over \$250/night
- International travel - Travel > \$2,000 total

Submit pre-approval in Ramp under “Travel Requests.”

Q: How long do I have to submit expenses?

A: Submit expenses within **30 days** of the transaction. Expenses older than 30 days require manager approval and may be denied.

Travel Expenses

Q: What class of airfare can I book?

A:

Flight Duration	Class	Exception
Under 6 hours	Economy	None
6+ hours domestic	Economy Plus	Premium economy allowed
International 6+ hours	Premium Economy	Business with VP approval

Book at least 14 days in advance when possible for better rates.

Q: What's the hotel policy?

A: - Standard limit: \$250/night - **Major cities:** \$350/night (NYC, SF, London, etc.) - **Book via Ramp Travel** for pre-negotiated rates - Airbnb allowed if cost-effective

Q: Is travel insurance covered?

A: Yes, NovaTech provides travel insurance for all business travel through our corporate policy. You don't need to purchase additional insurance.

Q: Can I keep frequent flyer miles and hotel points?

A: Yes! You may keep all personal loyalty program points and miles earned on business travel.

Q: Can I combine business and personal travel?

A: Yes, with guidelines: - Company pays for business portion only - Get manager approval in advance - Clearly separate business and personal expenses - Flight cost should not exceed direct routing

Home Office Expenses

Q: What's included in the home office stipend?

A: The **\$500 annual stipend** covers: - Desk and chair - Lighting - Organization items - Ergonomic accessories - Decor

It does NOT cover electronics (use IT equipment request).

Q: How do I use the home office stipend?

A: 1. Purchase items yourself 2. Submit receipt via Ramp 3. Select category “Home Office” 4. Reimbursement processed within 5 days

Q: Is internet reimbursed?

A: Yes, up to **\$75/month** for home internet: 1. Pay your internet bill 2. Submit via Ramp monthly 3. Category: “Home Office - Internet”

Learning & Development

Q: How do I use my L&D budget?

A: You have **\$2,500 annually** for professional development:

1. Purchase using Ramp card
2. Select “Learning & Development” category
3. Add description of what you’re learning

No pre-approval needed under \$500.

Q: What’s covered under L&D?

A: Covered: - Online courses (Coursera, Udemy, etc.) - Certifications and exam fees - Conference registration - Professional books - Professional memberships

Not covered: - Degree programs (separate tuition program) - Personal development unrelated to job - Entertainment

Q: Can I use L&D for conference travel?

A: Conference registration is covered by L&D. Travel expenses (flights, hotels, meals) are covered separately under Travel - use regular expense process.

Client & Entertainment

Q: What's the policy for client meals?

A: - Reasonable and appropriate - Maximum: \$150/person - Must have business purpose - Document attendees and purpose in Ramp

Q: Can I expense team meals?

A: Yes, for legitimate team purposes: - Team celebrations - Working lunches - Client meetings

Not for regular daily meals with coworkers.

Q: Can I expense gifts for clients?

A: Yes, within limits: - Maximum: \$100 per gift - Must have business purpose - No cash or cash equivalents - Document recipient and purpose

Software & Subscriptions

Q: Can I expense software subscriptions?

A: - Approved software: Use corporate card - New software under \$100: Auto-approved - New software over \$100: Submit IT request

Check IT approved software list first.

Q: How do I get a license for existing company software?

A: Don't expense it - submit access request through IT portal (it.novatech.com).

Receipts & Documentation

Q: Do I need receipts for everything?

A: Yes, receipts are required for: - All expenses over \$25 - All travel expenses
- All client entertainment (regardless of amount)

For expenses under \$25, receipts are recommended but not required.

Q: What if I lost a receipt?

A: 1. Try to get duplicate from vendor 2. If unavailable, submit “Missing Receipt Affidavit” in Ramp 3. Manager must approve missing receipt 4. Frequent missing receipts may result in declined expenses

Q: What information must be on a receipt?

A: Valid receipts must show: - Vendor name - Date - Amount - Items purchased (itemized for meals over \$75)

Credit card statements are NOT acceptable as receipts.

Reimbursement Process

Q: How do I submit a reimbursement?

A: 1. Log in to Ramp 2. Click “Reimbursements” 3. Upload receipt 4. Enter details 5. Submit for approval

Q: How long does reimbursement take?

A: Reimbursements are processed: - **Within 5 business days** of approval - Deposited to your bank account on file - Set up direct deposit in Ramp for fastest payment

Q: My expense was rejected. What do I do?

A: 1. Review rejection reason in Ramp 2. Contact your manager for clarification
3. If valid expense, add documentation and resubmit 4. For policy questions,
email finance@novatech.com

International Expenses

Q: How do I expense international purchases?

A: - Use Ramp corporate card (no foreign transaction fees) - Currency converted automatically - Same receipt and documentation requirements - Note country of purchase

Q: Are currency conversion fees reimbursed?

A: If you used personal card with conversion fees, include fees in reimbursement request. The Ramp card has no foreign transaction fees.

Tax & Compliance

Q: Are any expenses taxable?

A: Some expenses may be taxable income: - Commuter benefits over IRS limits
- Certain gifts - Spousal travel

Finance will notify you of any taxable amounts.

Q: How do expenses affect taxes?

A: Business expenses on corporate card don't affect your personal taxes. Reimbursements are also not taxable if properly documented.

Contact

- **General questions:** finance@novatech.com
- **Ramp issues:** #finance-help on Slack
- **Policy questions:** Your manager or Finance
- **Urgent issues:** finance-urgent@novatech.com

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