

MarkAlting Pro – Employee Expense & Reimbursement Policy

Version 1.0 – Effective 2025-06-12

1 Introduction

MarkAlting Pro (“the Company”) recognises that employees may incur reasonable expenses while conducting authorised business activities. This policy defines eligible costs, spending limits and the reimbursement process to ensure fiscal responsibility and transparency.

2 Purpose

- Enable employees to conduct business efficiently without personal financial burden;
- Provide clear guidance on allowable expenses;
- Maintain accurate records for accounting and tax compliance.

3 Scope

Applies to all full-time, part-time and contract staff of MarkAlting Pro worldwide.

4 Expense Principles

1. **Necessary** – directly related to Company business.
2. **Reasonable** – cost is not excessive for the circumstance.
3. **Approved in advance** – where pre-authorisation is required (see §6).

5 Standard Allowances (Currency: ILS)

Category	Limit per Expense	Notes
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Meals (domestic travel)	≈ 120 / person	Alcohol not reimbursed.
Meals (international)	≈ 200 / person	Receipts required.
Lodging	≈ 750 / night	Use preferred hotels when available.
Ground transport	≈ 60 / trip	Taxi / ride-share; choose economy tier.
Airfare	Economy class	Business class allowed if flight > 7 h.
Cell/data roaming	≈ 25 / day	Purchase local SIM when cheaper.

*Values above the limit require written approval from the Department Manager **before** booking.*

6 Approval Workflow

1. Employee submits request in the **SpendWise** portal (or email if unavailable).
2. Manager approves within **48 h**.
3. Finance auto-issues a pre-approval code.
4. Expense incurred & documented with **VAT-compliant receipt**.

7 Reimbursement Procedure

1. Complete an Expense Report in **NetSuite** within **10 calendar days** of return.
2. Attach digital copies of receipts (JPEG/PDF, ≤ 5 MB each).
3. Finance reviews within **5 business days**.
4. Approved amounts are reimbursed on the next payroll cycle; urgent advances processed within **2 business days** if > ≈ 3 000 out-of-pocket.

8 Non-Reimbursable Items

- First-class or luxury transport upgrades.

- Fines (parking, traffic) or legal penalties.
- Personal entertainment (movies, spa).
- Companion/family costs.
- Late checkout fees unless flight delay proven.

9 Corporate Card Usage

Employees issued a Company credit card must:

1. Use the card **solely** for business expenses;
2. Submit supporting receipts in monthly card statement;
3. Reconcile discrepancies within **3 business days** of notice.

10 Audit & Compliance

Finance conducts random audits on **10 %** of monthly reports. Discrepancies > ₪ 500 trigger a full audit of the employee's last **6 months** of claims.

11 Violations & Disciplinary Action

Intentional policy misuse may result in reimbursement denial, card revocation, disciplinary measures, or termination.

12 Review Cycle

This policy is reviewed every **24 months** or upon material change in tax regulations.

Document owner: CFO | Next review: 2027-06-12