

## # coragem Expense Reimbursement Policy

### ## Eligible Expenses

#### ### Travel

- \*\*Domestic flights:\*\* Economy class only
- \*\*International flights:\*\* Business class for flights >6 hours
- \*\*Hotels:\*\* Up to ₦30,000/night (Nigeria), \$150/night (international)
- \*\*Ground transport:\*\* Taxis, ride-sharing, mileage (₦100/km)

#### ### Meals & Entertainment

- \*\*Per diem (Nigeria):\*\* ₦8,000/day
- \*\*Per diem (International):\*\* \$80/day
- \*\*Client entertainment:\*\* Up to ₦50,000 per event (requires justification)

#### ### Office Expenses

- \*\*Supplies:\*\* Standard office materials
- \*\*Equipment:\*\* Requires manager pre-approval for items >₦20,000
- \*\*Mobile/Internet:\*\* ₦5,000/month allowance

### ## Submission Process

1. Submit via Finance Portal within 30 days
2. Attach all receipts (required for >₦5,000)
3. Manager approval required
4. Reimbursement within 14 working days

### ## Non-Reimbursable

- Personal purchases
- Alcohol (except approved client entertainment)
- Traffic fines
- Lost items

### ## Contact

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