

Office equipment reimbursement procedure

1. Purpose

This document aims to clarify the process of submitting an expense claim for office equipment.

2. Involved company members

All company members are eligible to participate in this process and have the right to claim an expense according to the criteria listed below.

3. Equipment covered by this policy

- Laptop accessories including but not limited to monitor, mouse, keyboard, headset, LAN cable, HDMI cable
- Office Chair
- Office Desk

4. Additional information

- 4.1. This is a one-off perk valid for all translate plus employees and it aims to support the work from home.
- 4.2. translate plus will reimburse the amount of up to **£100 for UK** and **Tokyo** and up to **150 BGN for Bulgaria**.

- 4.3. In order to receive a reimbursement, you must submit an expense request on my plus including the receipt from your purchase. The company will expense the amount stated on the receipt if it's less or equal to the limits set above. If the purchase exceeds this amount, translate plus will reimburse the maximum amounts listed in article 4.2 of this procedure.

Accounts

Expenses

Exchange rates

Historical exchange rates

Bank account details

VAT calculations

VAT-able client invoices

View my expense claims

Create new expense claim

Approve expense claims

Manage categories and limits

Pending expenses to be added to Sage

Pending expenses to be paid

View expense reports

Create new expense claim

View My Expense Claims

Claim ID: (NEW)

Details:

Expense Details

Start date:

End date:

Org ID:

Org name:

N/A

Category:

Details:

Select category

Amount:

Currency: Exchange rate: Amount(BGN):

BGN

Scanned receipt:

Choose file

No file chosen

☒ This is for reimbursing my out-of-pocket expense

☐ This is for reporting spend on a translate plus company card

☐ This is for requesting petty cash

Add to List

Clear

No expense claims added

- 4.4. If an employee leaves the company within 3 months after the amount has been reimbursed, the respective amount will be deducted from the employee's last salary.
- 4.5. The purchased items are employee's private property and translate plus has no ownership of them.
- 4.6. If you are in your notice period, you cannot use this benefit.