

Team lunch policy

May 2023

translate plus

Purpose:

Translate plus encourages all the teams to go out for team lunches every quarter at the company's expense and the purpose is to increase bonding between the team members.

Timeframe:

Every quarter - Q1: Jan-Mar, Q2: Apr-Jun, Q3: Jul-Sep, Q4: Oct-Dec

There should be a gap of at least 4 weeks between team lunches.

Spending limit:

GBP 25 per person for UK

BGN 25 per person for Bulgaria

YEN 3000 per person for Japan

How does it work:

The team manager claims the whole amount of the team lunch via 'Expenses' on my plus <http://myplus/SharePlusArticle.aspx?ArticleID=14>. He needs to provide one receipt for the whole team or if the lunch is done online, collect all the receipts and create one claim. Once the expense is approved by his Team Manager and Accounts, the money are returned to his bank account.

Restrictions:

A maximum of one team lunch consumed off translate plus premises can be claimed per quarter provided that:

- The team manager is in attendance and is the person making the claim.
- More than half the team are in attendance.
- All attendees are listed on the claim form, and the cost does not exceed GBP 25/BGN 25/YEN 3000 per head. If the cost exceeds the set amount, translate plus will reimburse only the sum of the set amount.
- This amount cannot be carried over to a subsequent month, i.e., not have a lunch in Q1 and spend GBP40 per person in Q2.

