

What can I consider as expenses?

There are two types of expenses:

The living allowances
(daily/nightly)
which are
automatically paid
and do not require
any justification;

The other expenses
which require a
justification/proof
to provide from
your side and to
upload in Manage.

Here is the list of other expenses to be justified:

- **Mileage costs** (*frais kms*):
 - maximum 6500 kms → 0,30€/km per month for the consultants in all the countries **except** in Belgium 0,4269€/km is allowed ;
 - cannot be combined with the car rental, fuel expenses, car maintenance or car insurance → **You must chose between the both!**
 - must be encoded in our [mileage calculator](#) in Manage → click on "Apps & Tools" at top right;
 - must be described in details and related to your mission;
 - are linked to journeys, monthly variability is desirable.
- **Vehicle maintenance:**
 - cannot be combined with mileage expenses (see above);
 - covers vehicle maintenance costs up to a maximum of 1500€/year and does not include insurance, tires, rims and gasoline;
 - a detailed invoice is needed.
- **Vehicle rental:** invoice for car rental related to business travel or for a business purpose. A written justification must explain this vehicle rental.
- **Car insurance:** accepted only if you don't use the mileage costs neither the company car.
- **Construction equipment**

- **Hardware/Software:** to purchase or to rent such as phone, computer, printer etc. with a limit of **1 phone** and **1 computer per year**.
- **Hotel:**
 - cannot be combined with the “nightly allowances” paid. You must chose between the both;
 - requires a prior approval via the tab "[Support](#)" in Manage.
- **Office supplies:** softwares, stamps, paper, post bills, desk, chairs, etc. with a max. of 1500€/ year **and** house furnitures are not accepted!
- **Outsourcing cost:** Invoices from a third-party company. Invoices are issued in Venthône's name with prior approval via the tab "Support" in Manage.
- **Parking:** ticket or subscription.
- **Phone** (internet and phone bills):
 - invoices for Internet/GSM must be in your name and 1 phone number will be reimbursed.
- **Electricity / Heater:** you can only submit/encode in "expenses" **50%** of the bill **AND** maximum 500€/month.
- **Rental Housing:** particular cases only.
- **Business Restaurant:**
 - min. 2 people on the ticket and maximum 1500€/ month;
 - no supermarket food, fast-food or single meal (already included in the “daily allowances”);
 - the receipt must include the date, place, number of participants and the exact amount for meals and drinks.
- **Tooling site:** specific tools/materials related to your profession with a **max. of 1500€/ month**. A description of the equipment must be attached to the receipt in order to assess its relevance.
- **Training costs:** must be related to your work/mission
 - a prior authorization is required for any training and must be at the name of Venthône;
 - a certificate must be delivered at the end of the training.
- **Transports:** flight, taxi, bus, train, uber, etc.
- **Business Trips / Travels** (flights, accommodation, single fast food/restaurant):
 - a prior authorization is required by your manager and via the tab "Support" in Manage;
 - it must be related to work. In the “description” of the expense, you must insert the purpose of the travel, and how it relates with business travel (project, conference, commercial, etc.);
 - for flights, you must add booking and confirmation e-mails at your name **ONLY**;
 - invoices containing the names of the whole family are not accepted;
 - travel home for vacations will not be accepted.
- **Various:**
 - gift to client of **maximum 100€/gift** (chocolates, wine, perfumes, etc.);
 - gift cards, vouchers or others similar **are not accepted**!
 - these expenses are limited to a **max. of 1500€/year**.

- **Professional clothes:** suits, skirts, blouses, shoes with a **maximum of 1500€/year**. No jeans, baskets or t-shirt allowed.
- **VISA** : work visa.

IMPORTANT NOTES:

- All expenses **exceeding 1.500€** must have a prior authorization via the tab "Support" in Manage and must be drawn up with in the name of the company Venthône and proof of payment must be provided.

Necessary coordinates:

Venthône S.A.

Rue de la Gare,

3 - 8325 Capellen, Luxembourg

TVA LU 191988-15

- Expenses cannot exceed the "total" of the amount fixed in the monthly simulation/or accumulated on the annual balance.
- Your expenses are always paid with a delay, once Venthône's invoice is paid by the customer [it depends on the contract with the customers but we can say roughly between 30 to 60 days after the timesheet is signed by the customer;
- Expenses of separate categories have to be encoded separately. They can be aggregate into a single file each month for any given category by choosing the last day of the month.
- When you encode your expenses, select (in the calendar) the last day of the month and not the day in your receipt/invoice;
- All the expenses/purchases must be in your name;
- All expenses must be related to your professional activities and we need invoices / receipts. It is also important to make the description as clear as possible. We do not accept proof of payment, proformas, mails or orders.

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