GLOBAL INITIATIVE

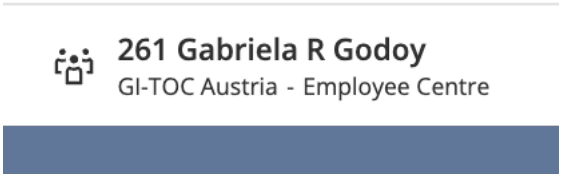
How-to-Guide
Expense claims
April 2025

Introduction

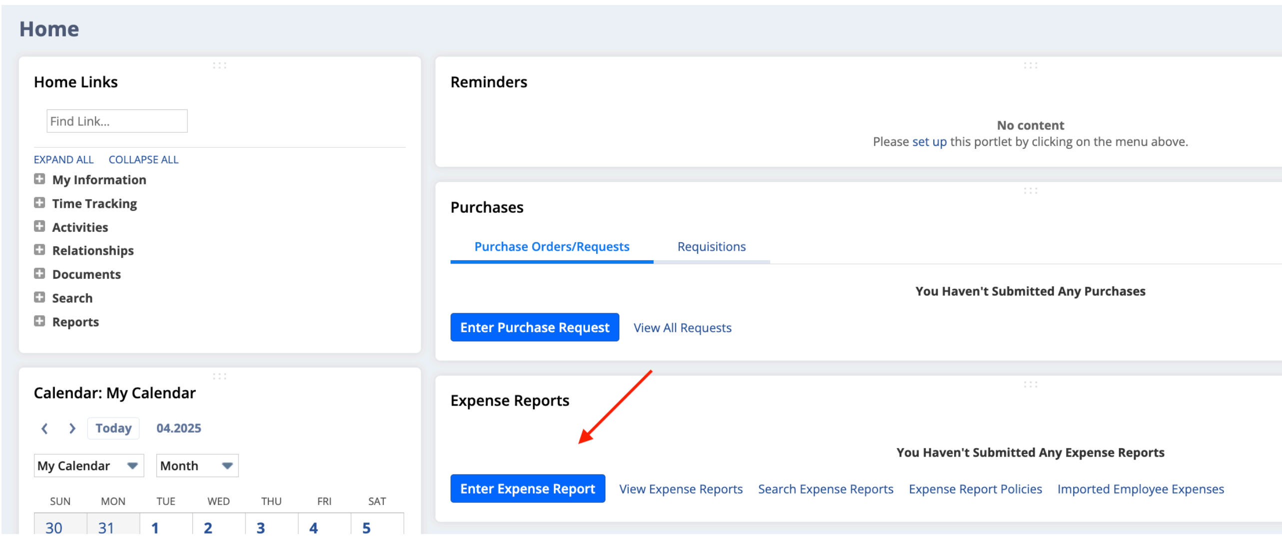
Occasionally, an employee will pay something and later need to have it reimbursed, the process for this works in the same way as invoices do, meaning, they need to be submitted via NetSuite and approved by the respective process lead.

Steps to create the expense report

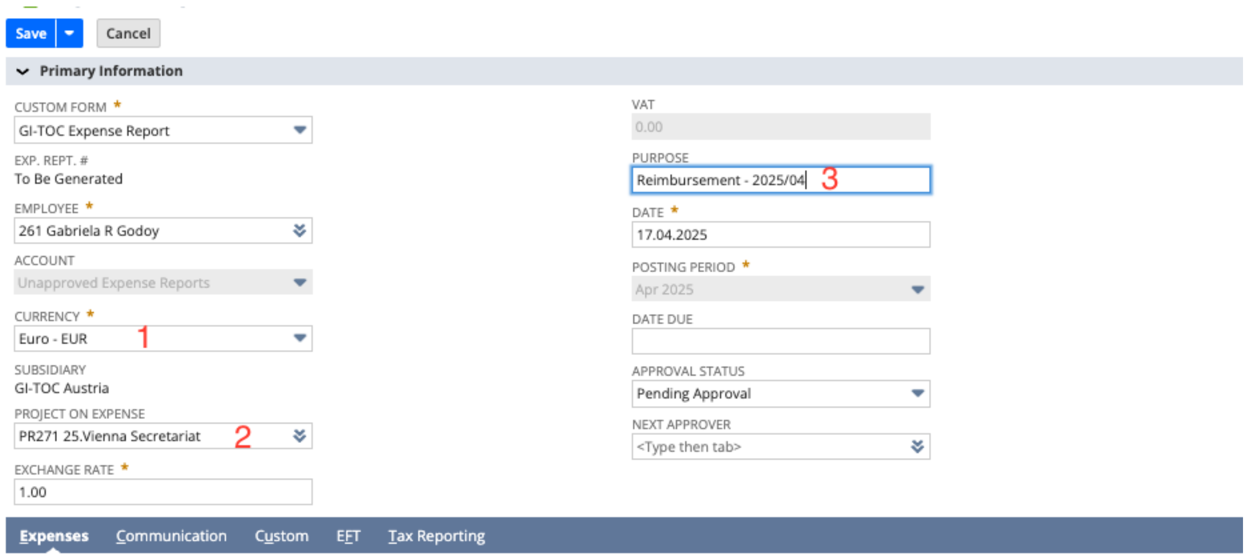
To submit an expense claim, we go to Net Suite and Employee Center:



You will see the following: we need to click on “Enter expense reports”:



You will then see the following:



Employee will come automatically.

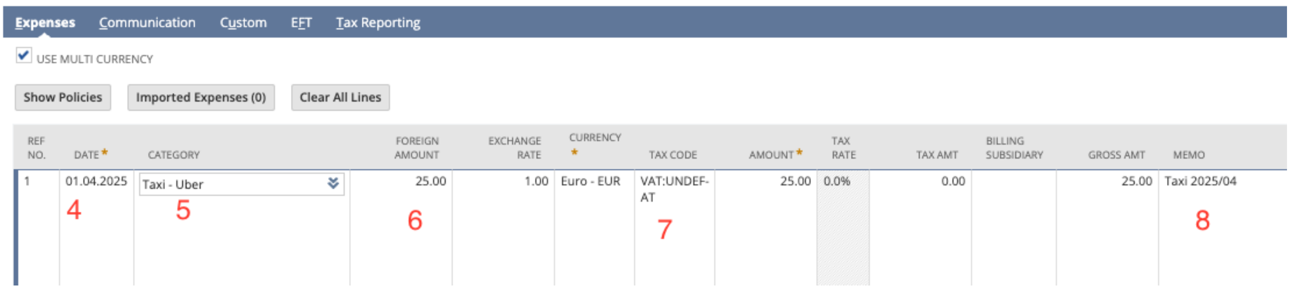
1) Currency is the currency you want to get reimbursed in (If the desired currency does not pop up, please contact Finance and we will set it up for you) Please notice there are a few limitations. (More in the Q&A list at the end of the guide.)

2) Project on expense is simply the project you are charging this to (you can use %25. And it Will give you the full list.)

3) The Purpose/Memo should reflect the cost so for example the kind of reimbursement + location + the period)

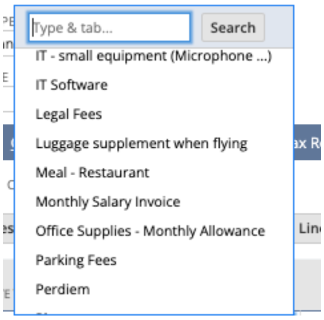
We then go on to fill in the expenses part:

Below, you can find an example of what it looks like in the system and how to fill it in properly:



4) The date will be the exact date of the invoice so If I am entering an expense for a taxi and my receipt dates the 1st of April, the same needs to be filled in. Due date and approval status remain untouched.

5) Category – This depends on the nature of your reimbursement, all the most common ones such as taxi, hotel, meal are in the options. Below an example of the categories:



If you feel nothing falls into the category, please let us know and we will create a new category if needed.

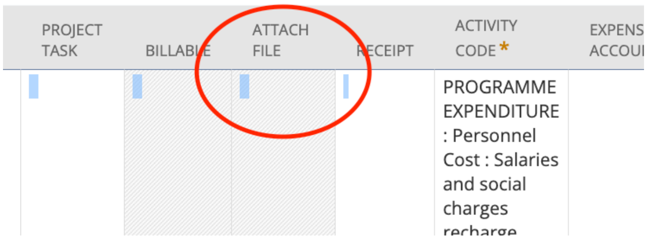
6) Foreign amount – The amount on the receipt, once you click on tab the exchange rate will be done automatically

7) Tax Code: Please use UNDEF as the tax code, depending on the subsidiary you are employed under, you will see the following.

Country – Subsidiary of staff	***Tax Code***
Columbia	*UNDEF-*
Austria	*UNDEF-AT*
Switzerland	*UNDEF - CH*
CapeTown	*UNDEF -ZA*

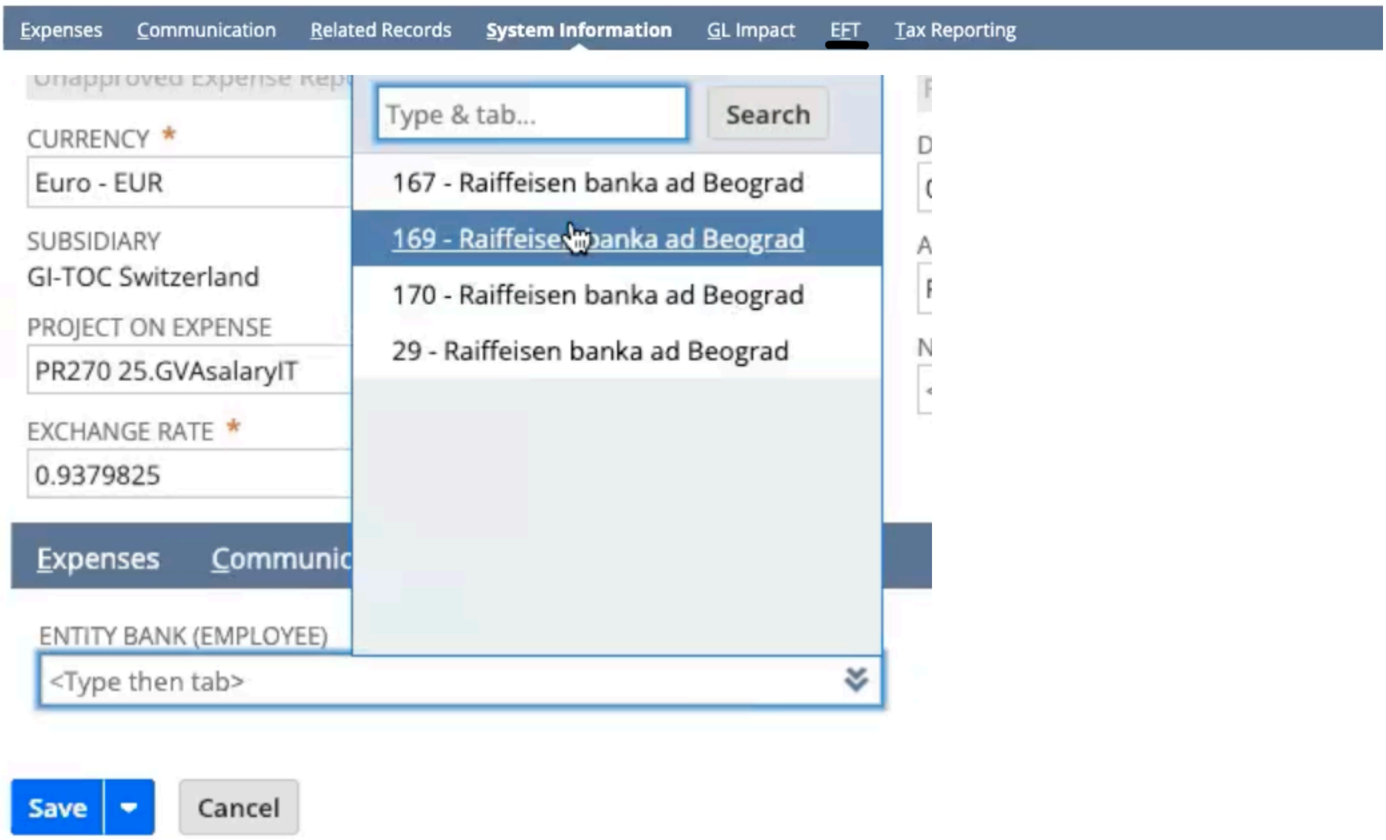
8) The memo can be copied from the purpose filled in at the beginning. Or more specific like Taxi from to – Restaurant diner etc

File to attach – It is crucial to attach the backup documentation of your expenses so please do not forget to do so even if it is not a mandatory fill

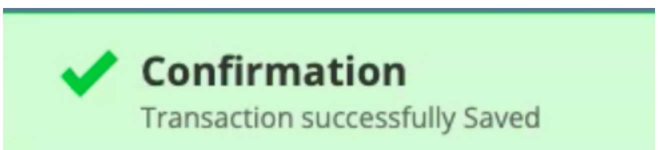


9) Activity cost: We will provide an excel list with instructions at the end of this guide.

Once you are sure all the details are in place, please select the bank details, go to EFT and you will be able to select your desired bank account.



Click on "save" and you will get the following:



Q&A

Q - When will I receive my reimbursement?

A - The average time is 14 days as these are processed in the same way as invoices and included in the weekly payment proposal.

Q – I am a staff member but with a consultancy agreement and I used to send a monthly invoice to HR under my own name. Do I have to create an expense for this from now on?

A - Yes, and you will need to still prepare your invoice using the usual template. This invoice will be your supporting document

Q – I am a consultant and use my own company to invoice the GI. I used to send a monthly invoice to HR under my own name. Do I have to create an expense for this from now on?

A - NO, your company will still be issuing an invoice and will still be sent to Monique as previously. No reimbursement claims there

Q – Is a bank statement enough back up documentation?

A – No, we need to see the receipt of the expense you are requesting to be reimbursed.

Q – Is a credit card receipt enough back up documentation?

A – No, we need to see the receipt of the expense you are requesting to be reimbursed. You don't have any VAT mention on a credit card receipt hence the request to have the actual bill.

Q – I want to get reimbursed in USD, but I only have EUR as a option

A – Please get in touch with us and we will add it onto your profile

Q – I am traveling soon and want to get reimbursed before my travel, what can I do?

A – You may submit the request before your trip, but you are expected to provide the backup documentation once you get it. Any funds received in excess will have to be reimbursed

Q – Am I going to be notified if my expense gets rejected?

A – Yes, the request will go through two approvals, Project Leaders and Finance.

Q – The project i want to charge my expenses to already closed, what can be done in this case?

A – We strongly encourage you to submit your expenses on a timely manner, if this did not happen, please the project leader an email so that he can find alternative on where to allocate the expense. Do not send the request to Finance.

Q- Do I need to scan all my receipts?

A - A photo should be enough, as long as it is clear and readable.

Q – Can I charge to multiple projects

A – No – 1 project – 1 claim with potentially multiple receipts inside

Q – I will be traveling by private car, is a screenshot from google maps enough with the strating point – destination?

A – Yes

Q – Am I expected to know which Activity code to use?

A – No, for these cases, please follow the instructions below

Name	Activity Code
Accommodation - Hotel	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Book	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Business Card printing	P&L - Expenses - PROGRAMME EXPENDITURE - Communications
Computer Purchase	P&L - Expenses - OVERHEAD COSTS - Administration costs
Consultant paid by staff member	P&L - Expenses - PROGRAMME EXPENDITURE - Consultant costs
Course Reimbursement - Language, IT	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Flight	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Gift vouchers for newly GI Staff born	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
IT - small equipment (Microphone ...)	P&L - Expenses - OVERHEAD COSTS - Administration costs
IT Software	P&L - Expenses - OVERHEAD COSTS - Administration costs
Legal Fees	P&L - Expenses - OVERHEAD COSTS - Administration costs
Luggage supplement when flying	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Meal - Restaurant	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Monthly Salary Invoice	P&L - Expenses - PROGRAMME EXPENDITURE - Consultants unde
Office Supplies - Monthly Allowance	P&L - Expenses - OVERHEAD COSTS - Administration costs
Parking Fees	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Periderm	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Phone expense	P&L - Expenses - OVERHEAD COSTS - Administration costs
Photocopies	P&L - Expenses - PROGRAMME EXPENDITURE - Communications
Postage	P&L - Expenses - OVERHEAD COSTS - Administration costs
Private Car usage KM	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Report printing	P&L - Expenses - PROGRAMME EXPENDITURE - Communications
Shuttle	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Software Subscriptions	P&L - Expenses - OVERHEAD COSTS - Administration costs
Taxi - Uber	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Train	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Vaccine	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
Visa	P&L - Expenses - PROGRAMME EXPENDITURE - Travel expenses
WIFI connection	P&L - Expenses - OVERHEAD COSTS - Administration costs

If you feel nothing falls into the category or you are not sure, please contact us.

Q- I have receipts that I want to charge under different project, is it possible to submit them into one expense claim?

A – No, we cannot accept expenses with multiple project codes.

Q – What is the difference between GI Toc bills to approve and expenses to approve?

A – Expenses are the claims done by employee, bills to approve are invoices that are under your approval.

Q – How can I see what I have pending as an approver?

A - You will have everything that i spending under HOME -Reminders: