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Financial

meals per diem can be paid **in advance** for trips ≥ 2 weeks.

- **project travel:** approval request from your RM;
- **Internal travel:** approval request:

Eric Allen, Bartek Wasielek, Lukasz Czaplak, cc: Sophie Meneut, Aga Stypula, Basia Adamiak

- travel data

MEALS PER DIEM

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reimbursement PROCESS

1. **Approval:** The request is approved by the Travel Coordinator.

2. **Submission:** The request is submitted to the Finance Department.

3. **Review:** The Finance Department reviews the request.

4. **Payment:** The Finance Department issues the reimbursement.

5. **Receipt:** The Travel Coordinator receives the reimbursement.

Financial

please treat the reimbursement amount shown in OA as approximate; the amount is subject to all the expenses based on the NBP rates.

If you paid for the expense with a CC please provide the receipt to ensure the real charge is reimbursed.

For meals per diem paid in advance the exchange rate from the date of wire is used.

information

1/ **travel data** : dates and hours of your arrival & departure;

2/ **meals provided**

meals provided

meals provided

RATES:

Canada: 71 CAD
 USA: 59 USD
 UK: 35 GBP + 5 GBP (Poland Travel Subsidy)
 POLAND: 30 PLN + 70 PLN (Poland Travel Subsidy)

calculation

- full per diem rate for 24 h travel period;
- ≤ 8 h - 1/3 of a full rate;
- $8 - 12$ h - 1/2 of a full rate;
- ≥ 12 h - full rate.

calculation

Travel ≤ 24 h

- ≤ 8 h - 1/3 PER DIEM
- $8 - 12$ h - 1/2 PER DIEM
- ≥ 12 h - FULL PER DIEM

Travel > 24 h

- ≤ 8 h - 1/3 PER DIEM
- $8 - 12$ h - 1/2 PER DIEM
- ≥ 12 h - FULL PER DIEM

BUSINESS TRAVEL

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BASIC EXPENSES:

- meals per diem;
- transportation;
- phone calls;
- insurance.

Phone calls

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TRANSPORTATION

Car rental

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- car rental agreement
- rental
- car to rental
- driver's license - you will need a CC
- car to be insured

Services

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- car insurance
- car rental
- car to rental
- driver's license - you will need a CC
- car to be insured

Travel Wrocław - Kraków

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• mileage is calculated based on the actual travel time

• tolls

• toll for expenses

• POLSKI BUS

• please provide a ticket, not a reservation

From	To	Distance	Mileage
Wrocław	Kraków	300	300

UNACCEPTABLE EXPENSES

- Airfare (Exceptions require approval from Travel Coordinator);
- Airplane Phone Charges (except in an emergency);
- Briefcases;
- Car Rental Insurance;
- Clothing;
- Computer Hardware and Software (must be purchased through IT);
- Dry Cleaning for travel less than 10 days;
- Expenses without a receipt (in PL - a statement provided);
- Flight Upgrades;
- Hotel Mini-Bar Fees;
- Life Insurance;
- Passport Renewal / Processing Fee;
- Personal Entertainment;
- Traffic & parking fines, vehicle insurance and towing.

Billable?

Please make sure with your PM which of your expenses are **billable to a client**.

If **per diem** is billable make sure you know **how much**.

For e.g. per diem in US is 59 USD, usually clients pays for 55 USD.



Revenue and Expense Recognition at salesforce.com

TheCasesolutions.com



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MEALS PER DIEM

Financial

meals per diem can be paid in **advance** for trips ≥ 2 weeks.

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- **Internal travel:** approval request:

Eric Allen, Bartek Wasielek, Łukasz Czajla; cc: Sophie Meneut, Aga Stypuła, Basia Adamiak

- travel data

reimbursement PROCESS

1. All receipts must be submitted to the PM within 30 days of the end of the trip.

2. Receipts must be original or certified copies.

3. Receipts must be in the name of the employee.

4. Receipts must be dated and include the amount.

5. Receipts must be itemized.

6. Receipts must be for the employee's personal use.

7. Receipts must be for the employee's business travel.

8. Receipts must be for the employee's travel expenses.

9. Receipts must be for the employee's travel expenses.

10. Receipts must be for the employee's travel expenses.

Financial

- please check the reimbursement amount shown in OA as approximate; the accountant re-evaluates all the expenses based on the NBP rates;
- if you paid for the expense with a CC please provide the receipt to ensure the real charge is reimbursed;
- for meals per diem paid in advance the exchange rate from the date of use is used.

RATES:

Canada: 71 CAD
 USA: 59 USD
 UK: 35 GBP + 5 GBP (Poland Travel Subsidy)
 POLAND: 30 PLN + 70 PLN (Poland Travel Subsidy)

calculation

- full per diem rate for 24 h travel period;
- ≤ 8 h - 1/3 of a full rate;
- 8 - 12 h - 1/2 of a full rate;
- ≥ 12 h - full rate.

information

1/ **travel data**: dates and hours of your arrival & departure;

2/ **meals provided**

meals provided

meals provided

TRANSPORTATION

Car rental

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- car rental agreement
- invoice
- car to be used for client's work - you will need a CC already issued.

Services

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- use transport to attend to assignments
- general transportation
- car rental
- fuel and tolls

Travel Wrocław - Kraków

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- mileage calculated based on the best form (PPP)
- tolls
- no gas expenses

POLSKA DROGA

please provide a ticket, not a reservation

BUSINESS TRAVEL

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BASIC EXPENSES:

- meals per diem;
- transportation;
- phone calls;
- insurance.

Phone calls

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1/ if you are at Infusion less than 3 months;

2/ if you do not have a Lux Med health coverage.

calculation

travel = 24 h

- ≤ 8 h: no MPE cost;
- 8 - 12 h: 1/3 per diem rate;
- ≥ 12 h: full per diem rate;

travel = 24 h

- ≤ 8 h: no MPE cost;
- 8 - 12 h: 1/3 per diem rate;
- ≥ 12 h: full per diem rate;

UNACCEPTABLE EXPENSES

- Airfare (Exceptions require approval from Travel Coordinator);
- Airplane Phone Charges (except in an emergency);
- Briefcases;
- Car Rental Insurance;
- Clothing;
- Computer Hardware and Software (must be purchased through IT);
- Dry Cleaning for travel less than 10 days;
- Expenses without a receipt (in PC – a statement provided);
- Flight Upgrades;
- Hotel Mini-Bar Fees;
- Life Insurance;
- Passport Renewal / Processing Fee;
- Personal Entertainment;
- Traffic & parking fines, vehicle insurance and towing.

Billable?

Please make sure with your PM which of your expenses are **billable to a client**.

If **per diem** is billable make sure you know **how much**.

For e.g. per diem in US is 59 USD, usually clients pays for 55 USD.

Insurance

You need to buy a travel insurance on your own in two cases:

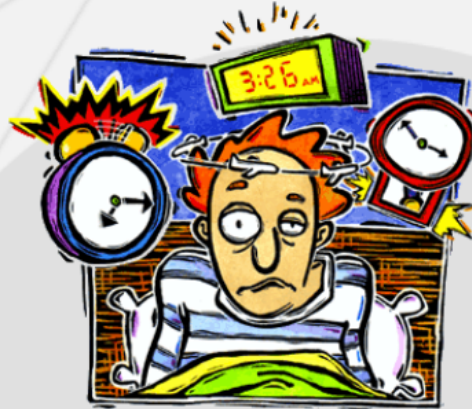
1/ if you are at Infusion less than 3 months;

2/ if you do not have a Lux Med health coverage.



Revenue and Expense Recognition at salesforce.com

BUSINESS TRAVEL



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BASIC EXPENSES:

- meals per diem;
- transportation;
- phone calls;
- insurance.

Lost receipt
Please write a statement
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ADVANCEMENT

On this date, I received \$100.00 (Expense report tracking number)

On this date, I received \$100.00 (Expense report tracking number)

STATEMENT

Requesting payment of \$100.00 (Expense report tracking number)

I have been advised that I received \$100.00 (Expense report tracking number)

I have been advised that I received \$100.00 (Expense report tracking number)



Financial

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MEALS PER DIEM

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RATES:

Canada: 71 CAD
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POLAND: 30 PLN + 70 PLN (Poland Travel Subsidy)

information

1/ **travel data** : dates and hours of your arrival & departure;

2/ **meals provided**

meals provided

DISTRACTIONS:
 - for a breakfast: -15%
 - for a lunch: -30%
 - for a dinner: -30%

meals provided

DISTRACTIONS:
 for a breakfast: -25%
 for a lunch: -50%
 for a dinner: -25%

calculation

- **full per diem** rate for 24 h travel period;
- ≤ 8 h - 1/3 of a full rate;
- **8 - 12 h** - 1/2 of a full rate;
- ≥ 12 h - full rate.

calculation

travel < 24 h:

- ≤ 8 h : **NO PER DIEM**;
- **8 - 12 h:** 1/2 per diem rate;
- ≥ 12 h: full per diem rate.

travel > 24 h:

- full rate for 24 h;
- ≤ 8 h : 1/2 per diem rate;
- ≥ 8 h: full per diem rate

BUSINESS TRAVEL



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Lost receipt
 Please write a statement:
 TheCasesolutions.com



BASIC EXPENSES:

- meals per diem;
- transportation;
- phone calls;

UNACCEPTABLE EXPENSES

- Airfare (Exceptions require approval from Travel Coordinator);
- Airplane Phone Charges (except in an emergency);

Services

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- **taxi transport** (on arrival & departure);
- **ground transportation** - commuting;
- **car rental** (Houston and Raleigh)

Car rental

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- car rental **agreement** is needed;
- car is rented for driver's name → you will need a **CC**;
- already **insured**;

Travel Wrocław - Kraków



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- **mileage** calculated based on the excel form (EPP);
- **tolls**;
- **no** gas expenses.

POLSKI BUS:

- please provide a **ticket**, not a reservation



Nazwisko i imię pracownika

Adres zamieszkania pracownika

EWIDENCJA PR

Nr wpisu	Data wyjazdu	Opis trasy (skąd-dokąd)
1	2	3
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Phone calls

- limit **10 USD** per day;
- **statement** based on the billing:

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OŚWIADCZENIE

Odnośnie płatności 60 PLN (Expense report tracking number 4671)

Oświadczam, że płatność w kwocie 60 PLN, z dn. 17 - 19 października została przeznaczona na rozmowy telefoniczne podczas podróży służbowej do Londynu.

STATEMENT

Regarding payment of 60 PLN (Expense report tracking number 4671)

I declare that the payment of 60 PLN, from 17th of October to 19th of October was spent on phone calls during a business trip to London.

Lost receipt

Please write a statement:

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OŚWIADCZENIE

Odnośnie płatności 200 PLN (Expense report tracking number 1874)

Oświadczam, że płatność w kwocie 200 PLN, z dn. 20 czerwca br. została przeznaczona na opłacenie usług komunikacyjnych (telefon komórkowy).

Dowód płatności zaginał 13.08 br.

STATEMENT

Regarding payment of 200 PLN (Expense report tracking number 1874)

I declare that the payment of 200 PLN, from 20th June was spent on mobile phone for Wrocław office.

I declare that a receipt for that expense has been lost 13th August.