

REPORTING GUIDELINES

Intra Automation

- Employees must file expense reports by the 8th of the next month following the completion of the trip or of incurring the expense. Expenses must be submitted for reimbursement within 1 month of being incurred, or they will not be reimbursed.
- Expense reports can only contain the expense for one month, from the 1st till the end of this specific month.
- Only use the provide expense report excel spreadsheet.
- All receipts have to be sorted into categories by date. These receipts must then be taped, in chronological, order on one-side of "DIN A4 or equivalent" paper only. (Use as many sheets of paper as you need but only tape receipts to one side of any page).
- Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the approver for completion or may result in delay or non-reimbursement of specific items.
- Notes regarding Food/Restaurant receipts:
If you are paying for more than just yourself, you must list the names of all those for whom you paid and the purpose of the meal.