



Reclaiming Fjelltopp Expenses

It may be necessary, on occasion, to purchase something on behalf of Fjelltopp Ltd. In such a situation you may be entitled to reimbursement from Fjelltopp according to the policy laid out in this document.

Allowable Expenses

Before purchasing anything on behalf of Fjelltopp, the pre-approval of the COO should be sought by email. Please ensure that your email clearly states the amount, currency, purpose and intended date of the purchases. Specific examples of expenses that will be approved are:

- Flights and other large costs incurred by travel for the company that are outside the scope of the per-diem.
- Payment for professional services such as accounting and legal fees.
- Payment for technical services such as domain name registration and cloud costs.
- Marketing costs for printing and distribution.
- Office supplies used exclusively for Fjelltopp administration.

Supported Currencies

Where possible we request that the purchases be made in USD. However, we understand that this is not always practical, so local currencies are accepted. At present, we are only able to reimburse members in a currency supported by TransferWise. The complete list, which can be found [here](#), includes: GBP, EUR, NOK, PLN.

Claiming Expenses

The process for claiming expenses is as follows:

1. Seek pre-approval of the expense from the COO by email.
2. Make the purchase and ensure you hold on to a proof-of-purchase document e.g. a receipt. The document must have the amount, date and a description of the goods purchased on it.
3. If the document is paper-based, scan it into your computer or take a good photo of the document (please compress the image whilst ensuring the quality is legible).
4. Fill out the expenses claim form, which exists in [PDF format](#) or [ODS format](#).
5. Merge all the proof of purchase documents and the expenses claim form into a single PDF document, with the claim form as page 1, and email the document to accounts@fjelltopp.org
6. We will aim to reimburse you as soon as possible and at least within two weeks of receiving the finalised paperwork to the accounts@fjelltopp.org address.

It is important that all the paperwork is correctly presented, this may require you to create, merge and edit PDFs. There are many services that will facilitate this, such as the free online tool [Sejda](#).