

BMW Claims



Site Meals

(Tax Benefit – Not a reimbursement)

(Within reason) strictly vetted and audited

Breakfast / Lunch

Contractors are permitted to submit claims for food and coffee purchased daily on BMW Sites (weekends are generally not allowed)

The Contractor is required to attach receipts when submitting on the ESS Portal

No store receipts for food items will be accepted

Home Office

(Tax Benefit – Not a reimbursement)

- UPS device – Once off Purchase (Receipts required)
- Computer Monitor – Once off purchase (Receipts required)
- Fully assembled Office Desk – (Once off purchase (Receipts required))
- Office Chair – Once off Purchase (Receipts required)
- Office Space Claims (see attached spreadsheet for calculation) (Please attach spreadsheet)

Out of Country allowance

Tax benefit - Rule of law:

Process: Contractor is required to submit the following documents to support claim request:

1. Visa letter
2. Copy of passport exit and entry stamp.

The calculation is **done on the difference between** the SARS allowed travel tables for example: Germany **€120** Euros vs Client approved daily rates **€50** Euros in other words, the tax rebate will be calculated on the difference of **€70** Euros.

These documents will be sent directly to Donna and Rene for calculations, once completed contractors will receive reimbursement as explained above. This to be done concurrently with relevant pay runs OR adhocly as decided by the TES.

Travel Allowance

International Travel allowance:

This claim is for contractors travelling out of the country i.e.: Germany, China etc.

Calculated at a rate of **€50** Euros per day and paid to contractors before departure (usually one week prior)

Contractors will use this allowance for:

- Accommodation
- Food
- Travel – Uber, Bus, Train, Taxi to sites provided the Uber is priced the same or cheaper than any other method of transport

Contractors are encouraged to remain within the allocated rate per day whilst abroad, otherwise the difference will be for their own pockets.

Local Travel Allowance:

- From site to site
- Site to Airport and vice versa, there will be no reimbursement for personal travel i.e., site to home, airport to home



Cash Advance

In the Instance that the contractor spends his own money over and above this allowance, the contractor is permitted to submit upon return directly to BMW SA a request for a cash advance.

This claim requires submission to the BMW **Supplier Net** portal of all receipts to justify validity.

BMW will extensively review all supporting documents by way of **SAP Concur** and has final say on reimbursement amount.

Once approved by BMW the reimbursement will be paid to the TES for payment to the contractor.

Communications

- Telephone (Receipts required)
- Cellphone (Receipts required)
- WIFI / Fiber (Monthly Statement)

Entertainment

(Tax Benefit – Not a reimbursement)

- Team / Management Events/ Lunches
- Client meetings
- No alcohol
- No “kiddies” meals

Professional Fees

(Tax Benefit – Not a reimbursement)

Annual subscription to remain a member of a professional body

Travel Expenses

(Tax Benefit – Not a reimbursement)

- Travel to site from other provinces or locations
- This includes flights, accommodation, car hire, etc.
- Meals are to be claimed against “Site Meals”
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Petrol Expenses

(Tax Benefit – Not a reimbursement)

- Fuel used to get to site with own vehicle. Slips to be provided
- Monday to Friday only, not personal use
- Not applicable to those making use of a structured salary with travel allowance already reflecting on payslip

General Info:

- Slips to be kept for each claim
- No logbooks to be submitted to us but must be kept for SARS during eFiling season
- Large claim amounts will be split (looked at case by case)
- Claims are to be submitted between green days on the BMW calendar (see attached calendar)
- Claims must be current. Claims older than 2 months will not be approved

BMW Claim Types



Site Meals

- Hot and Cold Refreshments
- Site meals
- Provide proof of purchase when claiming

Home Office

- Once off purchases (Desk, Chair, Monitor, UPS)
- Office Space Claim – Monthly
- Submit receipts and calculations

Communications

- Home office WiFi – monthly statement
- Home office Telecoms – monthly statement

International Travel Allowance

- Passport and travel details
- BMW Subsistence allowance paid by JorDan HR that is paid into your bank account

Local Travel Allowance

- Travel Details, Car Hire, etc
- Paid by BMW
- All site and supplier travel

Out of Country SARS Rebate

- Visa Letter
- Passport entry, exit stamps and front page
- No. of days out of country

Cash Advance

- Additional costs incurred while travelling
- Submit to BMW for reconciliation
- Paid into account

Entertainment

- Team Lunches / Events
- Provide slip with your portion
- Exclude alcohol and tip in calculation

Professional Fees

- Annual subscription fees for professional bodies
- Submit Invoice

Travel Expenses

- Annual subscription fees for professional bodies
- Submit Invoice

Petrol Expenses

- Logbooks are to be kept for SARS but not required for claims
- Submit work travel petrol slips only