APPROVAL

Role	Name	Function	Signature
Author	Mathieu Horras	CEO	
Review	Mauro Rinaldi	RAQM	
Approval	Mathieu Horras	CEO	

PURPOSE

This document describes the procedure for the expense reporting for employees using corporate cars within their frame of activity for ASPIVIX SA.

REVISION HISTORY

Description	Revision #
Initial version (new format of the previous T-105-3)	A
Update with new logo and remove date from approval table + Update folder organization	B

TABLE OF CONTENT

1 PROCEDURE

The expense report is usually filled at least once a month, with the corresponding expense form and attached bills.

Expense reports are submitted and electronically signed by the direct traveler's manager, before being proceeded by accounting.

If several employees participate in a joint event such as food etc., so the person highest in the hierarchy has to pay the bill and settle it. Participants must be indicated on the receipt or on the expense form.

STEP 1: EXPENSE REPORT FORM

1.1. Complete the template

Please complete the excel template (for the period).

The name of the excel template file is **T-101-6-Rev.X Expense Report Form**

With **X** being the current version of the template

1.2. Rename the completed file

Rename the filled-up file as following:

"**Expense_Report** "plus "**Month Year (beginning of the period)**" plus " to " plus "**Month Year (end of the period)**" plus "– "plus "**First Name**" plus "_" plus "**Last Name**"

Month Year (beginning of the period): corresponds to the month and the year of the earliest invoice reported in the file (example: Oct 2018). The month is abbreviated with 3 letters followed by a dot.

Month Year (end of the period): corresponds to the month and the year of the latest invoice reported in the file (example: Nov. 2018). The month is abbreviated with 3 letters followed by a dot.

1.3. Place the completed file in the right folder

Place the file in:

> ➔ 02 - Finance
>> ➔ Accounting
>>> ➔ Invoices ASPIVIX SA (or another subsidiary name)
>>>> ➔ Reimbursement_**NAME**
>>>>> ➔ **YEAR**

STEP 2: PLACING INVOICES ON THE SHARE DRIVE

1.4. Placing scanned invoices in the share drive

Expenses are always effectively billed according to expense event. Electronic copies of receipts are preferred for all claims:

- Hotel bill
- Airline tickets paid by the employee
- Taxi receipts
- Restaurant bills

- Parking garage receipts etc. (list not exhaustive)

If the provision of an original document is impossible or unreasonable, exceptionally a self-document up to CHF 20 is submitted.

For expense reporting, all the invoices shall be collected and scanned. The invoices shall be placed on the server at the following place:

➔ 02 - Finance
   ➔ Accounting
      ➔ Invoices ASPIVIX SA (or another subsidiary name)
         ➔ Reimbursement_**NAME**
            ➔ **YEAR**

NAME: corresponds to the First Name and the Last Name of the employee according to the following nomenclature "**First Name of the Employee**" plus "**_**" plus the "**Last Name of the Employee**".

YEAR: corresponds to year the invoice is claimed to ASPIVIX SA or other subsidiaries. The year is written by using 4 figures.

1.5. <u>Naming scanned invoices in the share drive</u>

To facilitate processing and review, all receipts should be submitted in an orderly manner. Receipts should be easy to review and referenced with, at least, the following information separated by "**_**":

- numbering (corresponding to the number in the corresponding completed form)
- the date (corresponding to the date in the corresponding completed form), according to the following **YYYYMMDD**
- and expense type (corresponding to the type in the corresponding completed form)

2 REFERENCES & ANNEX

2.1 REFERENCED DOCUMENTS

[1]   T-101-6-Rev.A_Expense Report Form

2.2 ANNEX

N/A

Certificate of Completion

INS-101-3_Rev.B_Expense_Form_Guide_For_Corporate_Cards_clean.pdf

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Document Details

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Signature:
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eadfead59d226a7d8

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Action	By	Date (UTC)	Geolocation	IP
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	Aspivix SA, Mauro Rinaldi mauro.rinaldi@aspivix.com	11/13/2025 10:23:40	47.5545777, 7.5520193 🌐 View	213.55.240.188

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Signature				
	Aspivix SA, Mathieu Horras mathieu.horras@aspivix.com	11/13/2025 12:18:28	47.5256610, 7.5607374 🌐 View	62.167.160.40

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✔ The document's integrity is valid.

The final document and this completion history have been sent by email on 11/13/2025 to:
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Access Logs

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Aspivix SA, Eva Kilimtzidi eva.kilimtzidi@aspivix.com	11/13/2025 13:42:04	After Signature	46.4649000, 6.8109000 🌐 View	178.192.218.57