



Smarter business spending starts here

What is Float?

Float is Canada's first smart corporate card and spend management software that provides businesses with real-time control and visibility over company-wide spend. We provide businesses with an unlimited number of high-limit Visa corporate cards tethered to our spend management software.

What does Float's spend management software do?

- Eliminates tedious expense reports and waiting to be reimbursed
- Provides instant access to corporate cards accepted everywhere VISA and Mastercard are
- Empowers employees to easily spend and request approvals for what they need with smart approval flows
- Stops receipt chasing and back-and-forth with the finance team
- Creates a healthier company spend culture with greater productivity and communication



A Guide to Spending with Float for Spenders and Managers

Wave goodbye to those tedious expense reports and say hello to smarter spending with Float.

Your company has joined thousands of forward-thinking Canadian businesses who are looking for a smarter, and simpler, way to manage expenses. At Float, we recognize that lengthy spend approval and reimbursement processes can make it difficult for you to get what you need to do your job effectively.

We're here to make it easier for you to make purchases on behalf of the business so you can:

-  Stop spending on your personal credit card
-  Eliminate tedious expense reports and missing receipts
-  Reduce complicated communication around spend approvals



Sounds great, but what is Float?

Float is a new kind of corporate card - backed by intelligent software.



Smart corporate cards - Float provides physical and virtual corporate cards that are available instantly and can be used anywhere that VISA and Mastercard are accepted



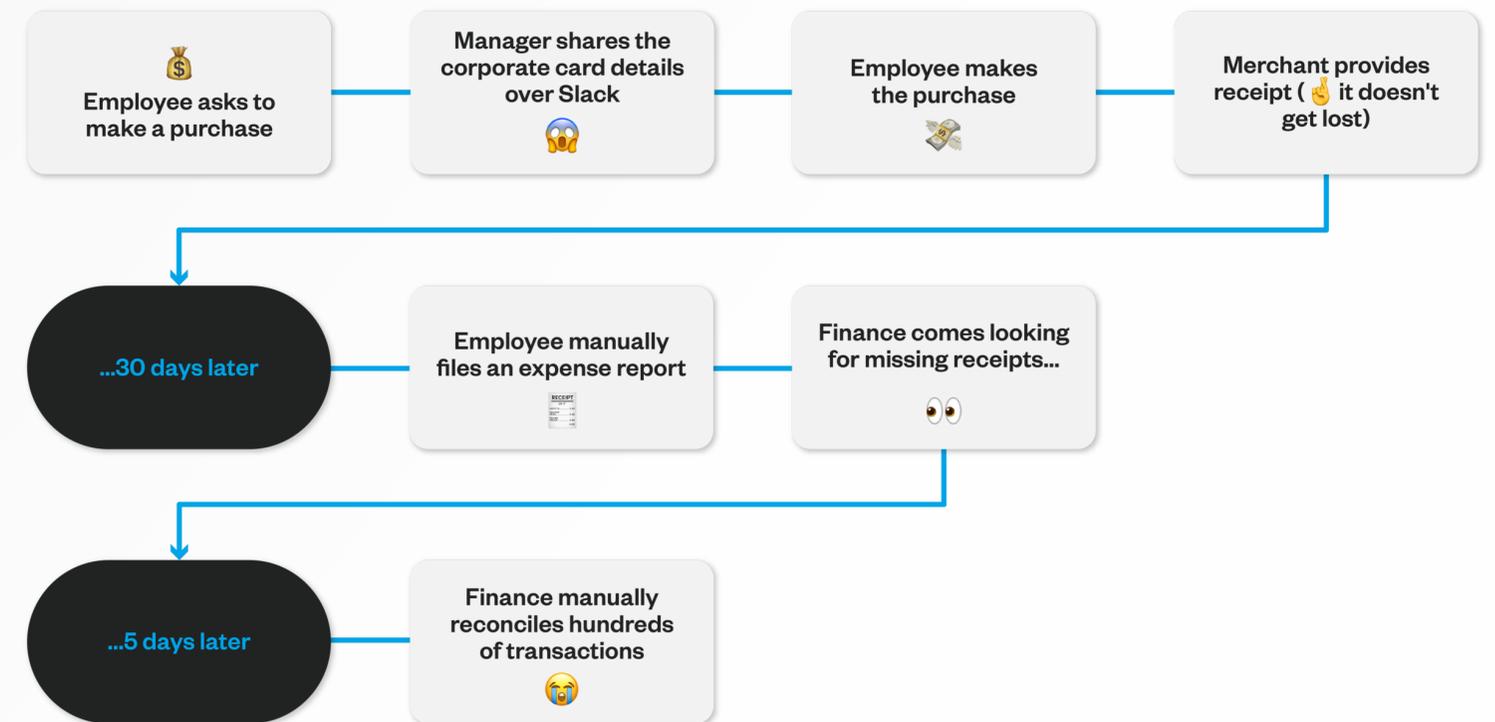
Spend management software - all Float cards are connected to our spend management software, which eliminates the need for expense reports with automated receipt collection and matching



Wave goodbye to old spending habits.

Does this process look familiar?

Corporate cards workflow before Float.

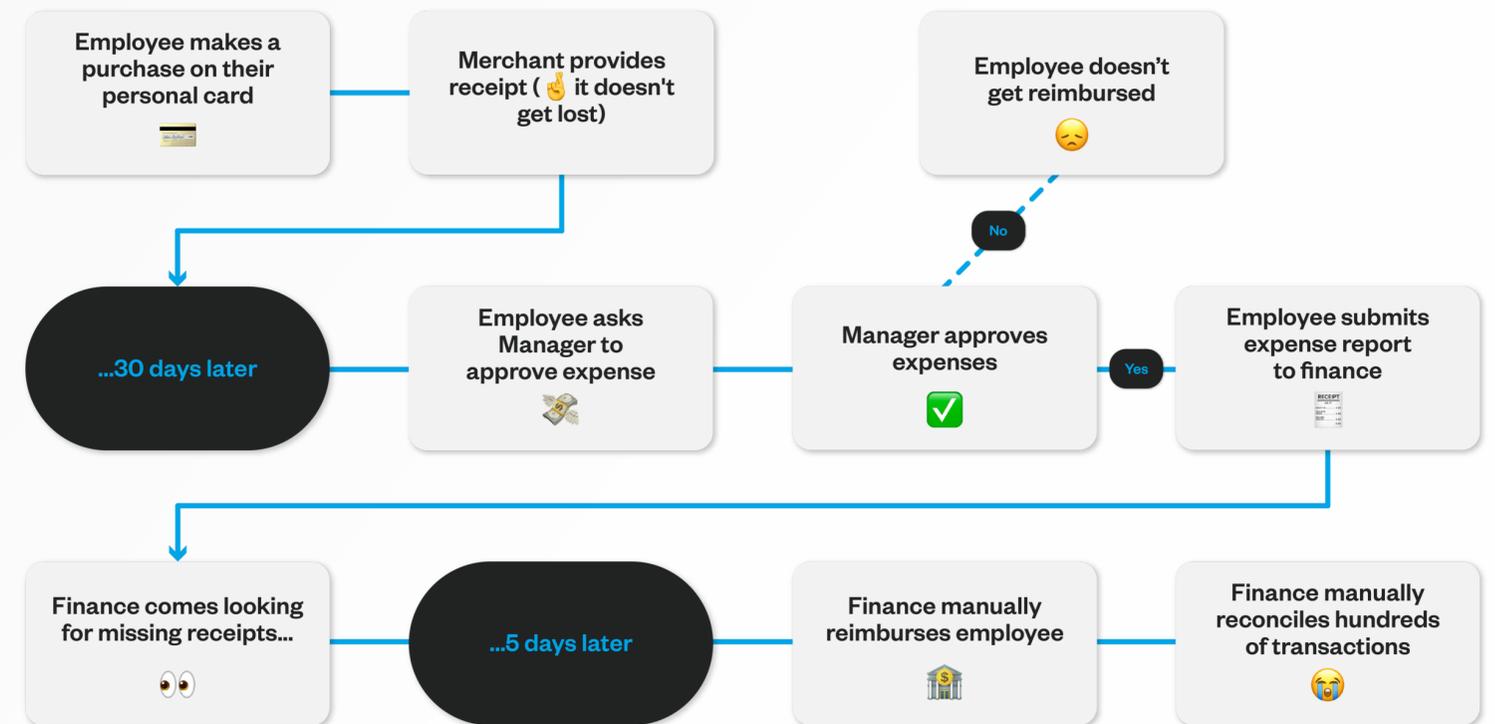




Wave goodbye to old spending habits.

How about this?

Corporate cards workflow before Float.

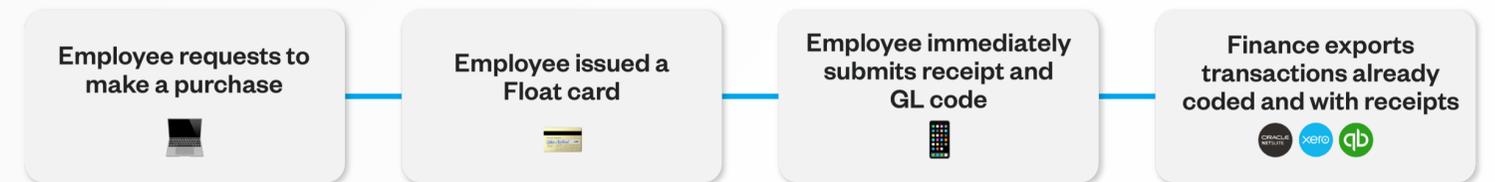




Wave goodbye to old
spending habits.
**Welcome to the
Float Way.**

The Float Effect.

Corporate cards workflow with Float.





Types of Float cards

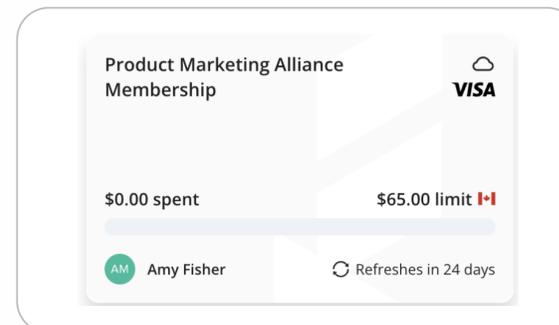


We offer two different types of cards – a true dynamic duo. 🤝 Your Float Admin will assign these to you based on the needs of your business when you get set up!

1. Physical cards: Float has traditional physical corporate cards, similar to AMEX or traditional bank corporate cards. These are typically used for on-the-ground expenses like business travel and employee benefits.



2. Virtual cards: Float also has virtual cards which are relatively new to Canada. Virtual cards work just like the physical cards except they are digital. They are created instantly, accepted everywhere and work especially well for online purchases and subscriptions.





The Float roles

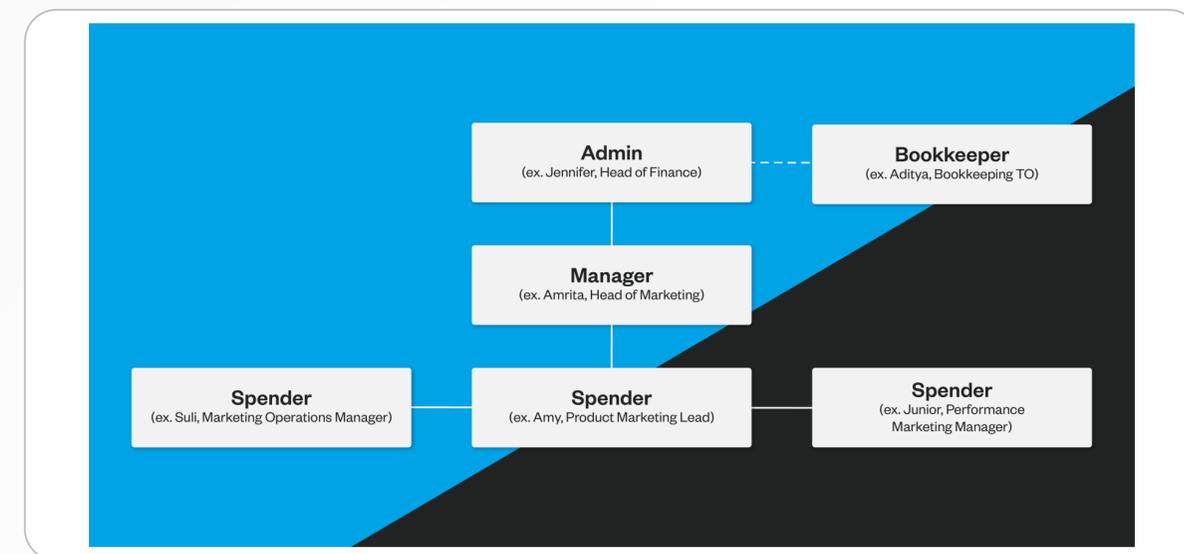
Float has the ability to assign each of your team members a unique role based on your company expense guidelines.

Spenders: the people who make purchases on behalf of the business

Managers: the people who approve your purchases and also spend on behalf of the business

Admins: the person (or people) who manage your company's finances

Bookkeepers: an external team member who manages your books





A step-by-step guide to getting set up in Float

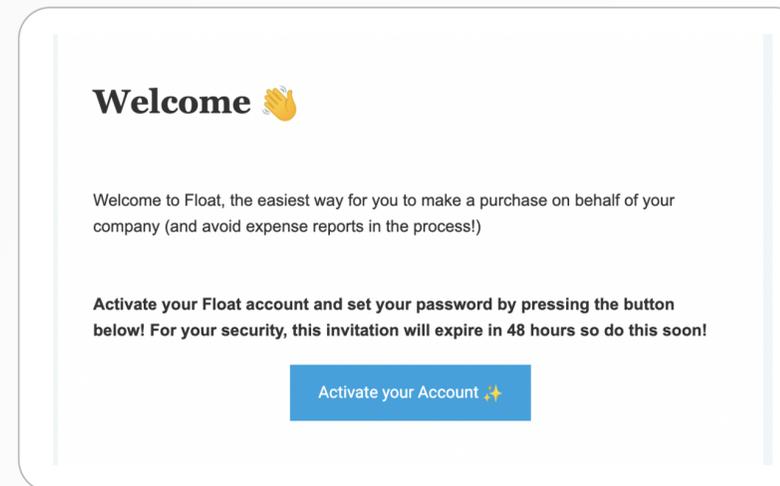
It can be a little overwhelming to use a new platform. But lucky for you – Float makes things easy breezy! Follow our step-by-step guide so you can start requesting (or approving) spend on Float.

- 1 Set up your Float account**
- 2 Request to make a purchase**
- 3 Approve (or reject) spend requests**
- 4 Make a purchase with your Float card**
- 5 Submit your receipts**
- 6 Request a top-up**



Set up your Float Account

1. Set up your Float account



Your Float Admin will send you an email invite to join your Team on Float. Accept the invite and set up your Float password. Once you are logged in, you will see several spend management options, depending on the user role that you've been assigned.

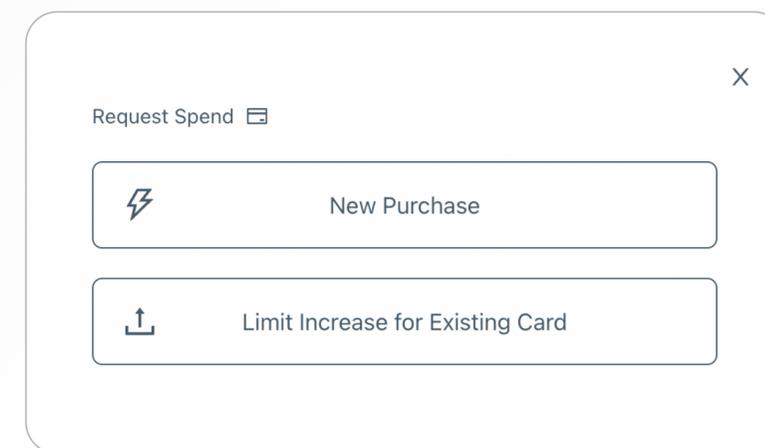


Request to make a purchase

2. Request to make a purchase

It can be a bit of a chore to email your manager and ask for permission to buy something. With Float, you can easily request spend directly within the platform and have a card issued to you instantly for your purchase. Here's how:

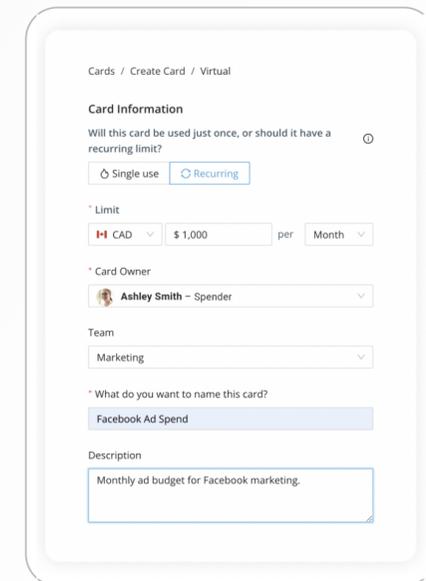
1. Click "Request Spend" in the upper lefthand corner of Float. Here, you have the option to ask for money toward a new purchase or a card limit increase.
2. Provide your company with details about what you're planning to purchase. Give your card a descriptive name like "Flights for Conference" or "Software Subscription."





Request to make a purchase

 **Pro tip:** you can set up unlimited virtual cards, so you don't need a one-size-fits-all card like what the traditional banks offer. Having purchases split up across multiple cards makes it easier to track, budget, and control different types of expenses.



Cards / Create Card / Virtual

Card Information

Will this card be used just once, or should it have a recurring limit?

Single use Recurring

* Limit

CAD \$ 1,000 per Month

* Card Owner

Ashley Smith - Spender

Team

Marketing

* What do you want to name this card?

Facebook Ad Spend

Description

Monthly ad budget for Facebook marketing.

3. Choose the type of card you need for your purchase. Single-use cards are made for one-time transactions, while recurring cards are used for transactions repeated daily, weekly, monthly or yearly.
4. Enter the amount you need for your purchase. This will then become your card limit, if and when approved.
5. Select the submission policy that covers your expense type.
6. Once a spend request is submitted, it will be automatically sent to your Manager for approval.



Float cards in action

Let's look at some examples:

Darrell is on the marketing team and needs to purchase props from Amazon for an upcoming shoot. 📷 He needs \$500 to make the purchase. Darrell logs into Float and requests a \$500 virtual card for a one-time purchase. He then selects the “Marketing Spend” Submission Policy, which provides spend guidelines for all purchases made by the marketing team.

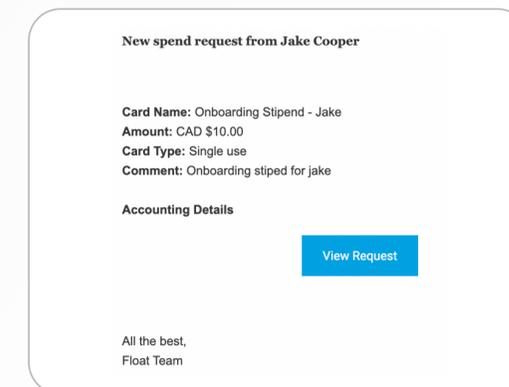
Then, there's Lee who is on the Product Team. She wants to use Asana as the project management tool for her team and needs \$1,000 to set it up. Lee logs into Float and requests a \$1,000 virtual card as a recurring monthly expense and assigns the “Software Tools” Submission Policy to the card. 💳



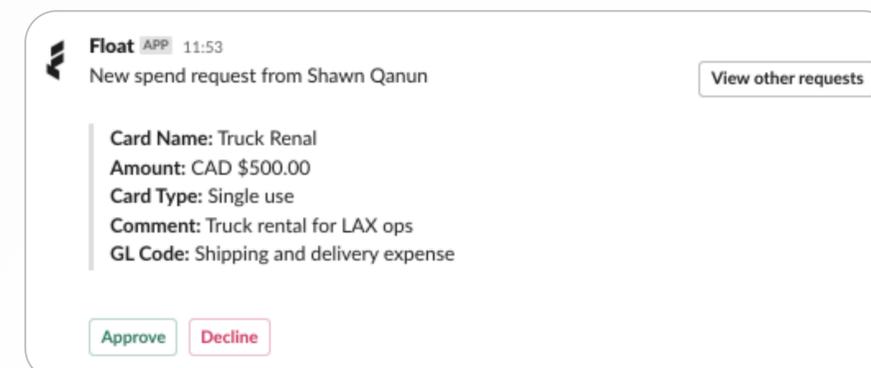
Approve (or reject) spend requests

3. Approve (or reject) spend requests

Managers are automatically notified once an employee submits a spend request. To review it, log into Float and head to the “Requests” page. From there, you can see all the purchase details and approve, edit, or reject the request. If approved, a card will be created instantly and the Spender will be notified so they can make their purchase.



 **Pro tip:** Use our Slack integration for seamless spend requests and approvals.





Make a purchase with your Float card

4. Make a purchase with your Float card

Log into Float and head to the “Cards” page. From there, you can see all the physical and virtual cards that have been issued for spending. You can select each card to see the balance, all the transactions made and which transactions are missing receipts.

Once your physical card is activated, you can start spending at any merchant by inserting, swiping or tapping at the point of sale. To spend using a virtual card, click on the card to display its details. By clicking the “Show” button, you’ll get the card number, expiry date and 3-digit CVC, which you can copy and paste into any website’s billing page. Use your name and your company’s mailing address as the billing name and address.

The screenshot displays the 'Cards' page in the Float app, specifically for a 'Customer Support Onboarding Card'. The card is virtual and currently inactive. The interface shows the following details:

- Card Details:** Card Number (2040), Expires, and CVC (all masked).
- Billing Details:** 151 Charles Street West suite #199, Kitchener, N2G 1H6, ON, Canada.
- Spender:** Mauricio Ruiz Rivas (MA).
- Description:** None.
- Spending:** 0.00 spent, 1,500.00 limit.
- Buttons:** 'Show' (to reveal card details), 'Request Topup', and 'Share Card'.

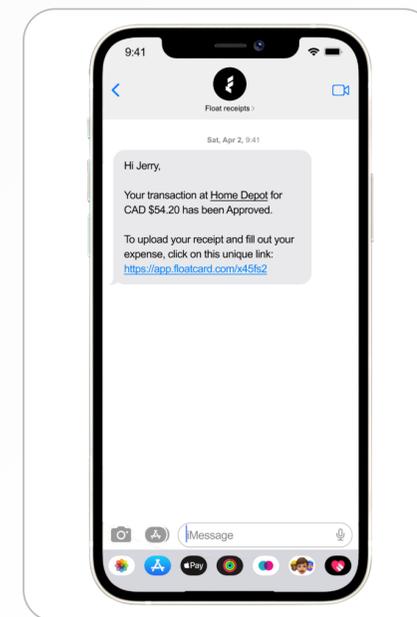


Submit your receipts

5. Submit your receipts

Float has the simplest way to submit your expenses as soon as they are made, eliminating the need for tedious expense reports and back-and-forth with the finance team.

Once you make a purchase using your Float physical or virtual card, you'll be automatically sent a link to upload your receipts and submit all the relevant purchase details.



🚨 Heads up - your cards may be temporarily paused if you forget to upload your receipts 😬 To avoid interruptions in your spending, get into the habit of submitting your receipts after a purchase - it's super simple!



Request a top-up

6. Request a top-up

You can also request a top-up to any card within Float. Head to “Spend Requests” and select “Limit Increase.” Choose which card you need an increase on and how much you’d like the new balance to be.

Limit Increase for an Existing Card

* Which card are you requesting a limit increase for?

* What do you want the limit increased to?

* Request Notes

Request Limit Increase



Float cards in action

Let's take a look at an example:

Surrey has a virtual card set up for her company's Facebook ad spend. The company's monthly budget for Facebook is \$5,000 a month, which is a limit placed on the card to avoid getting overcharged by vendors. However, after a recent successful sales period, Surrey was given approval by the finance team to increase this monthly budget to \$7,000. All Surrey had to do was select the card in Float and request a limit increase from her Manager so her team could move forward with a higher ad spend.



Congratulations on graduating from Float University! 🎓

Float introduces a smarter, more proactive way to spend not just for finance teams, but for every member in an organization. Its unique features automate the entire expense management process, unify teams and departments, and align everyone on expense policies and guidelines. All of this creates a healthy spend culture that puts transparency first and gives employees greater autonomy in their daily jobs with more power to spend.

Ready to
get started?
Login to Float
to start spending
today!



[Start Spending](#)