



Frictionless controls for your company spending.

What is Float?

Float is Canada's first corporate card and spend management solution 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?

- Simplicity for bookkeepers by moving the entire spend management function into one single platform with added visibility, control and sharing capabilities
- In-depth analysis of company spending with real-time data
- Elimination of expense reports and other manual tasks like reconciliations with automatic receipt collection and matching
- Improved accuracy by minimizing human error and expense fraud
- A healthier company spend culture with greater productivity and communication
- Empower employees to easily spend and request approvals for what they need with smart approval flows



A Guide to Setting Up Submission Policies

When your expense guidelines are implemented directly into your card requirements, it makes it easy for employees to follow the rules. 🙌

Float's new Submission Policy feature allows finance teams to define the key information that employees are required to submit when they make a transaction like receipts and accounting codes. It also allows you to assign specific GL codes by expense type. Combined with our automated Approval Policies, this epic duo automates and digitizes your company expense policies with the ability to create multiple approval levels for employee spend requests.



Ensure employees are complying with spending policies

Set boundaries for corporate spending by requiring specific information for transactions and automated rules that reflect your company expense policies.



Eliminate month-end stress for your finance team

Apply specific GL codes to transactions, while encouraging spenders to categorize their transactions so finance teams don't have to chase employees down or search for missing expense information.



Give proactive approvals rather than taking a reactive approach

Minimize lengthy approval processes with the option to pre-authorize spend limits based on transaction categories, teams, or individual spenders. Approvals are provided in real time, so employees can have greater autonomy to spend and admins can focus on higher priority tasks.



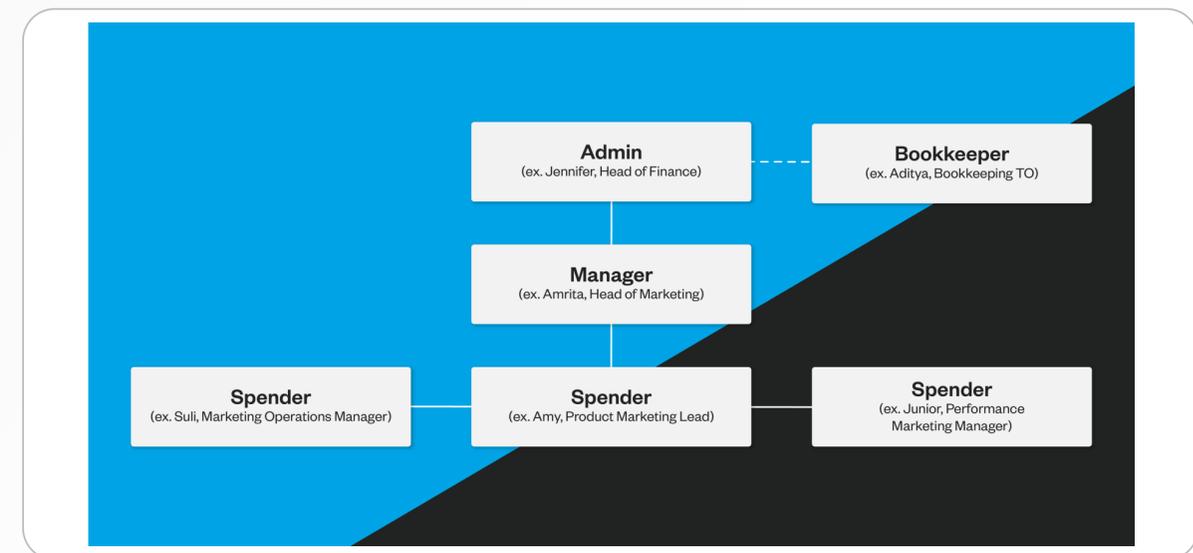
How to create your own submission policies



It's time to hit the ground running.
Here's how you can set up
Submission Policies in Float. 

Step #1: Set up teams

Set up all your teams in Float and invite anyone who will be spending on behalf of the company. Organize your Spenders and Managers into groups that reflect your company's expense policies with Teams. Float is a FOMO-free zone. We allow you to provide an unlimited number of smart corporate cards with controls so all employees can be included and spend easily.



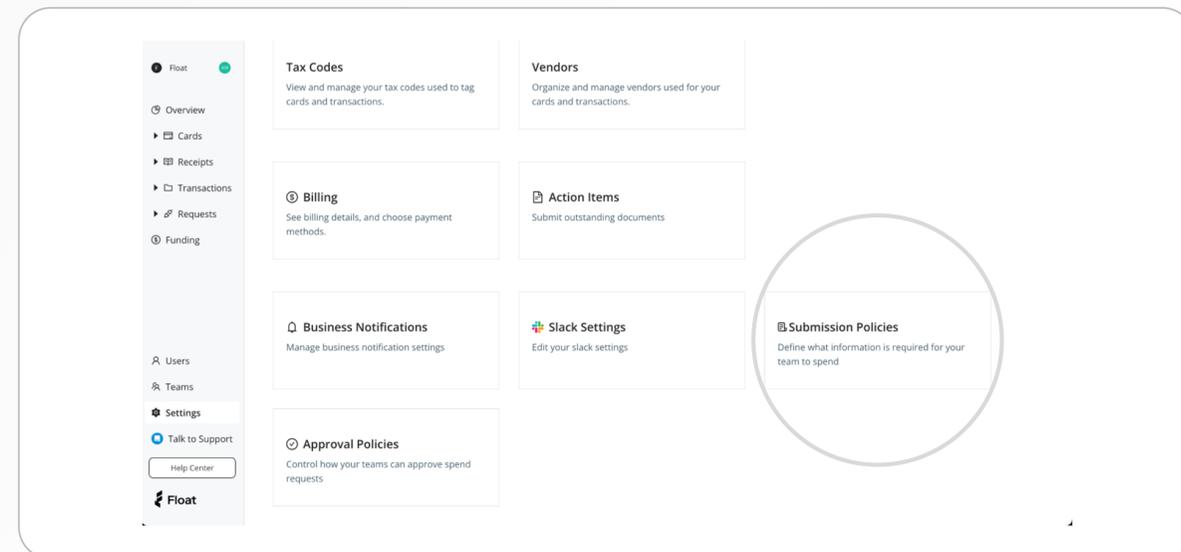


How to create your own submission policies



Step #2: Create submission policy

Once your Teams are added into Float, you can create your first submission policy by going to the Settings page. Each time you create a new Float card, you will have the ability to choose the submission policy that applies to the purchases being made on that card.



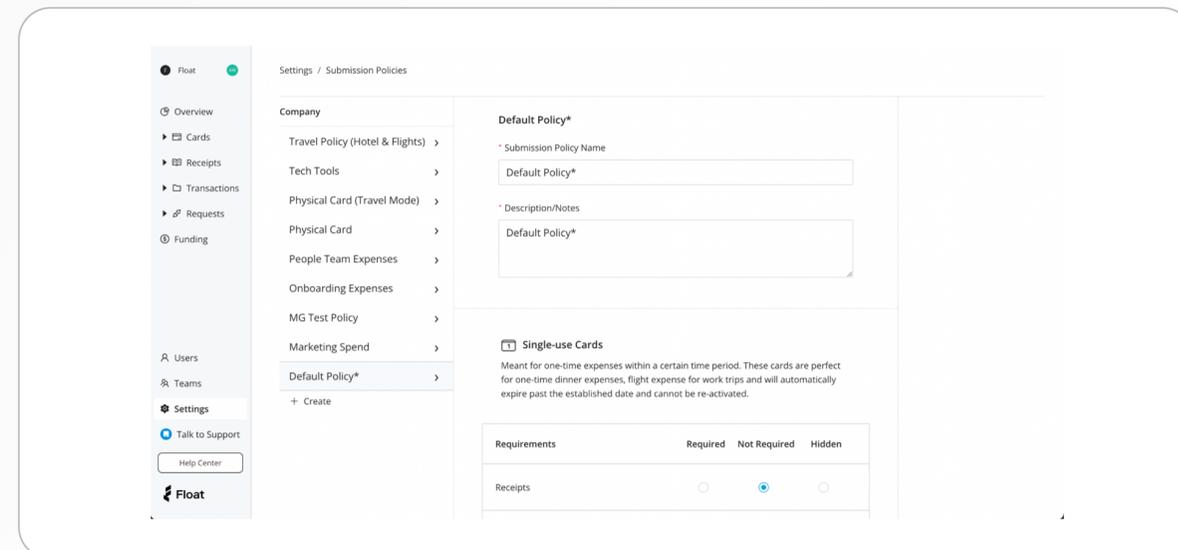


How to create your own submission policies



Step #3: Create or edit a policy

Every Float account will apply a default submission policy that includes GL codes and receipt requirement capabilities. You can edit this policy or create a new one for expenses like travel, work-from-home benefits, team-specific expenses, or subscription software.



The screenshot shows the 'Settings / Submission Policies' page in the Float application. On the left is a navigation sidebar with options like Overview, Cards, Receipts, Transactions, Requests, Funding, Users, Teams, Settings, Talk to Support, and Help Center. The main content area is titled 'Settings / Submission Policies' and features a 'Company' list on the left with items like 'Travel Policy (Hotel & Flights)', 'Tech Tools', 'Physical Card (Travel Mode)', 'Physical Card', 'People Team Expenses', 'Onboarding Expenses', 'MG Test Policy', 'Marketing Spend', and 'Default Policy*'. The 'Default Policy*' is selected and its configuration is shown on the right. This configuration includes a 'Default Policy*' section with a 'Submission Policy Name' field (containing 'Default Policy*') and a 'Description/Notes' field (containing 'Default Policy*'). Below this is a 'Single-use Cards' section with a descriptive note. At the bottom, there is a 'Requirements' table with columns for 'Required', 'Not Required', and 'Hidden'. The 'Receipts' row has radio buttons under these columns, with 'Not Required' being selected.

Requirements	Required	Not Required	Hidden
Receipts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>



How to create your own submission policies

Step #4: Name your policy and provide a description

Provide a descriptive name for your policy with instructions that remind employees of the expense guidelines and rules.

Settings / Submission Policies

Company	
Travel Policy (Hotel & Flights) >	
Tech Tools >	
Physical Card (Travel Mode) >	
Physical Card >	
People Team Expenses >	
Onboarding Expenses >	
MG Test Policy >	

Onboarding Expenses

* Submission Policy Name

* Description/Notes



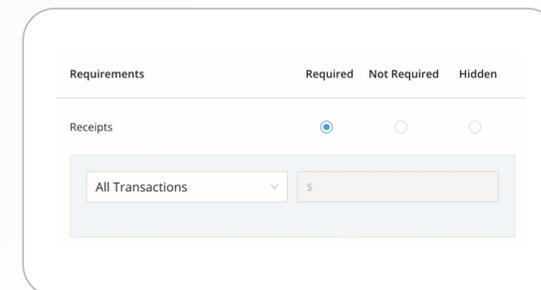
How to create your own submission policies

Step #5: Apply Expense Guidelines

Establish submission requirements for single-use and recurring card types, including the following:

Receipts

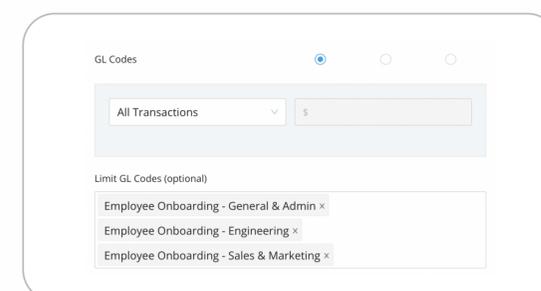
Choose whether or not receipts are required by employees. If yes, set up receipt submission requirements based on the spend amount.



The screenshot shows a configuration window for 'Receipts'. At the top, there are three radio buttons labeled 'Required', 'Not Required', and 'Hidden'. The 'Required' radio button is selected. Below this, there is a dropdown menu set to 'All Transactions' and a text input field containing '\$'.

GL codes

Determine if employees need to submit GL codes for every transaction or only for specific spend amounts. You can also limit the GL codes available to expenses associated with your policy.



The screenshot shows a configuration window for 'GL Codes'. At the top, there are three radio buttons. Below them, there is a dropdown menu set to 'All Transactions' and a text input field containing '\$'. Underneath, there is a section titled 'Limit GL Codes (optional)' with a list of three items: 'Employee Onboarding - General & Admin', 'Employee Onboarding - Engineering', and 'Employee Onboarding - Sales & Marketing', each with a close button (x).



How to create your own submission policies



Transaction information

Require employees provide vendor information and a description of the purchase to streamline month-end reconciliation and eliminate back and forth for additional purchase information.

Description	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Vendor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Tag	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Card compliance

You can choose to auto-pause cards that violate your company expense policies. If transactions are missing receipts or GL codes and your policy requires them, you can autopause cards until they are submitted.

Card Compliance

If the number of policy violations exceeds the allowed number, the card will automatically be paused. Policy violations are based on the required fields selected above.

[Learn how card pausing works here](#)

Autopause this Card for Policy Violations?

* Number of violations before pausing



How to create your own submission policies

Step #6: Start spending!

Now that you've set up all of your submission policies, you're ready to get your team to spend!  Each time a card is created, you will be asked to assign a submission policy. When spend is requested, Spenders and Managers will apply a submission policy, which can be edited while it's being approved in Float.

Submission Policy

Marketing Spend

Policy Rules Details:

- GL Codes are always required

Override auto-pause for this card

Accounting Settings

Vendor

Facebook

GL Code

Advertising/Promotional

Tax Code

Tags

Create 



Submission policies in action

From grabbing a coffee at the airport to booking accommodations for a 7-night stay, there are a lot of big and small expenses associated with business travel. In fact, it's one of the most common expense policies that people have questions about. Let's look at an example of how you can set this up within Float!

1. Create a new submission policy and name it "Travel Policy".
2. Add a description of what it covers so your employees understand the boundaries of your travel spend guidelines.

New Submission Policy

* Submission Policy Name

Travel Policy

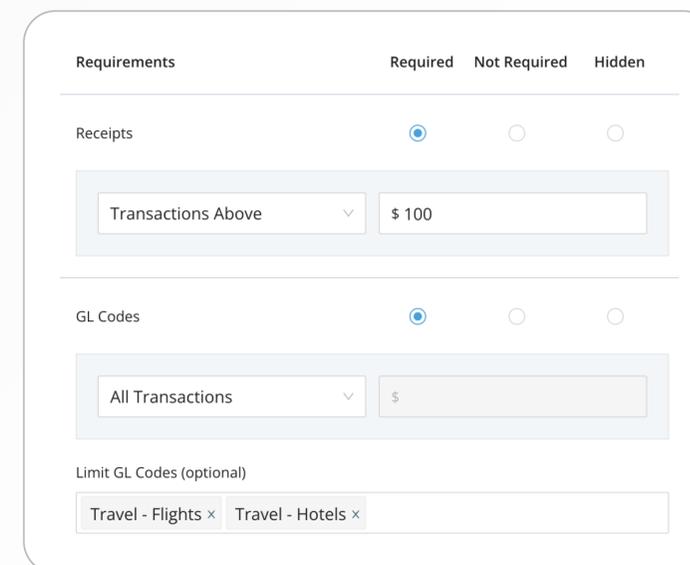
* Description/Notes

Employees who travel can request spend for flights and hotels on this policy. Hotels: up to \$300/night at a hotel near our office or your conference location. Flights: economy fare within North America.



Submission policies in action

3. Define the information required to be submitted for transactions under your travel policy.
 - a. In this example, we'll require receipts for purchases over \$100 and request that employees tag their transactions with the appropriate GL codes.
 - b. We will also limit them to our two travel related GL codes in our Chart of Accounts.



The screenshot shows a configuration interface for submission policies. At the top, there are three radio buttons labeled 'Required', 'Not Required', and 'Hidden', with 'Required' selected. Below this, there are two main sections: 'Receipts' and 'GL Codes'. Each section has a radio button, with 'Required' selected for both. Under 'Receipts', there is a dropdown menu set to 'Transactions Above' and a text input field containing '\$ 100'. Under 'GL Codes', there is a dropdown menu set to 'All Transactions' and a text input field containing '\$'. At the bottom, there is a section labeled 'Limit GL Codes (optional)' with a text input field containing 'Travel - Flights x Travel - Hotels x'.

Voilà! 🙌 Float's new Approval and Submission Policy features make it easy for you to introduce and enforce your company expense policies in a way that employees can understand and follow.

Ready to give
Float a try?
Login to create your
Submission Policies or
book a demo with
us today!

[Learn more](#)

