



Spend Management Guide





Control Company Spend with Float

Float's smart corporate cards are powered by intelligent spend management software to give your company ultimate visibility and control.

More often than not, company expenses are typically handled in a reactive way. Employees will make a business purchase using personal funds, submit the necessary information to get it approved by finance, and later get reimbursed via payroll. That's a lot of administrative overhead (and delayed financials).

With Float, you can automate your company's expense policies and give employees access to cards without losing control over spending. By adding cardholders to Float, you can assign user roles, group employees into Teams, and apply custom policies that ensure card transactions meet your guidelines.



Float makes expense approvals easier and more efficient with automated, multi-level workflows for spend requests.



Float lets you apply card controls to restrict spending at specific merchant categories and pause or cancel cards at any time



Float ensures employees submit receipts and set GL codes as soon as transactions are made based on custom policies



Digitize your Expense Policies

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

Float's spend management software allows you to add employees and assign cards worry-free with easy-to-use user roles, policies, and card controls. With Float, you can control who spends what and rest easy knowing you have visibility into company transactions in real-time.



Users and Teams

Add company employees as Spenders and Managers and group them by department or project.



Policies

Implement your expense policies directly in Float with custom Approval and Submission Policies.



Card Controls

Apply Recurring and Temporary Limits only when spend is required, and add Merchant Controls to limit card transactions.



Transaction Reviews

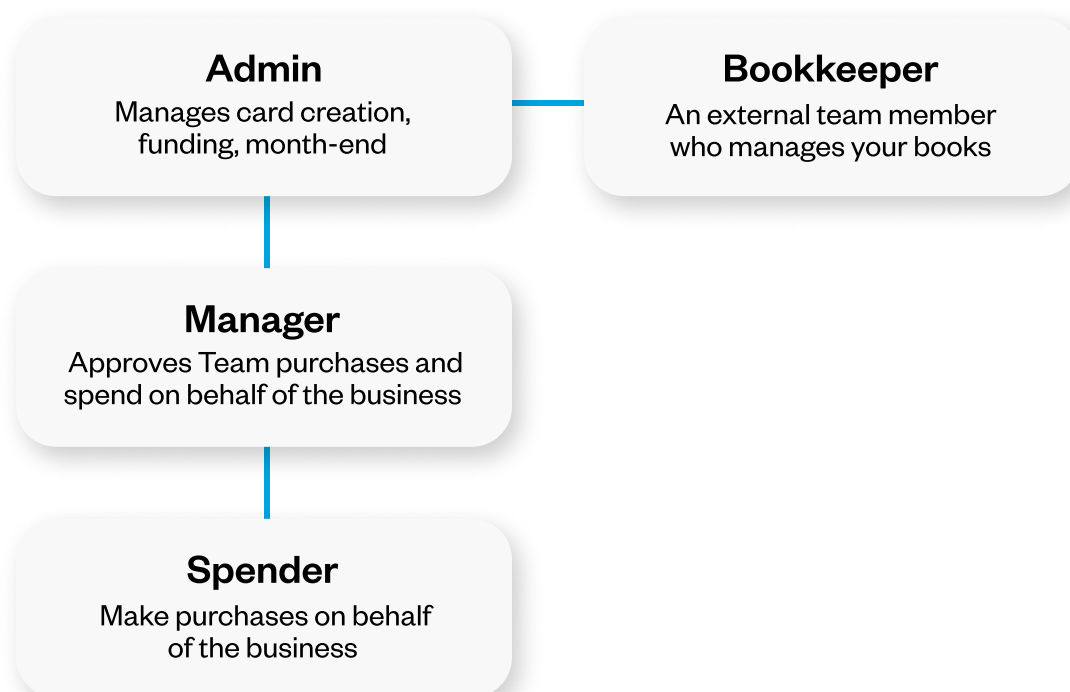
Add company employees as Spenders and Managers and group them by department or project.



User Management

Assign roles to your company's spenders and managers for automated approvals

In Float you can add any company employee that makes purchases on behalf of the business and assign roles that automate and track requests, approvals, and spending. Spenders can be assigned cards with or without limits, and can request new virtual cards or limit increases. Managers can view their team spending and approve, edit, or decline spend requests depending on your company's Approval Policies.



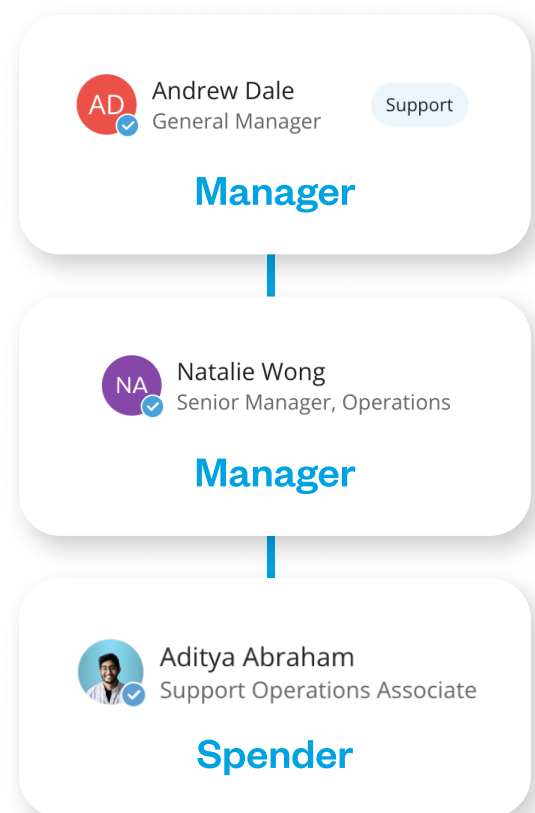


User Management

Every time you add a user to Float, you can assign their direct Manager. Float uses these relationships to simplify approval workflows by creating **Dynamic Approvers** based on your company's reporting hierarchy.

When adding a team member to Float, simply assign their role in the organization as a Spender, Manager, or Admin, and link the user's direct manager at your company.

Once you've added your company's Float users, you can group them into Teams and apply custom multi-level Approval Policies.





Team Management











Enable easier team spending
without losing control

Team Management is a powerful feature on Float that lets you group employees by department or cross-functionally to apply custom multi-level Approval Policies. By setting up Teams, you can streamline compliance based on your company's unique organizational structure.

Team Owners get full visibility into their Team's spending. Float users can be members of multiple teams, so you can apply different Approval Policies to transactions depending on the Team that is spending.

Create a Team

ENGINEERING TEAM

	Alex Duclair Software Engineer	Spender	
	Amanda Dubé Sr. Software Engineer	Spender	
	David Anderson Software Engineer	Manager	
	Jessika Overton Software Developer	Spender	
	Megan Griner Finance Manager	Administrator	

Add Member +



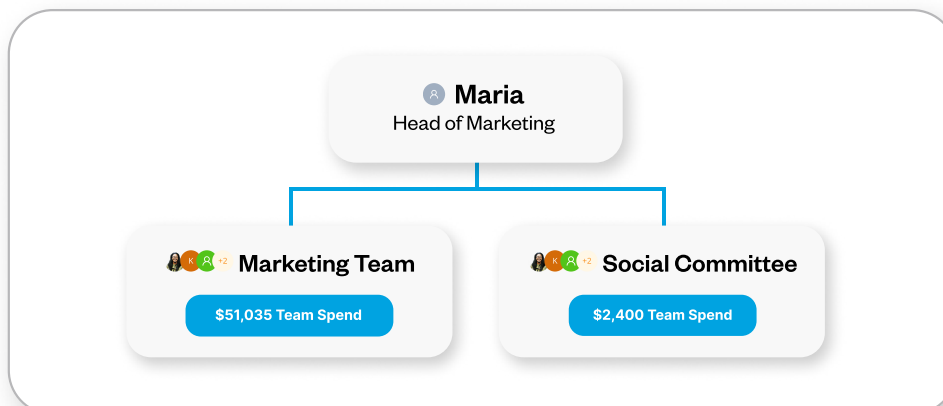
Team Management

Teams by Department

Create departmental Teams, like "Marketing", and group users to apply a custom Approval Policy and automatically apply Department accounting tags to all of the transactions made by the team.

Teams by Project Group

Create cross-functional teams, like "Social Committee", and group team members to apply a custom Approval Policy and automatically attribute all the team's expenses to the right Project in your accounting system.





Approval Policies

Streamline the approval process with
automated Approval Policies

With Float's automated multi-level **Approval Policies** you can fully streamline the approval process and proactively manage spend with easy access to audit history of spend requests and approvals.

With Dynamic Approvers, you can set up a Default Policy to follow your company's organizational structure so that spend requests are automatically directed to your chosen management levels. You can also apply both dynamic user roles and/or specific individuals to seamlessly scale as your company grows and employees change roles.

The screenshot shows a configuration window for an approval policy. At the top, it says 'Any amount' with a dropdown arrow and '3 steps' on the right. Below this is a section for 'Expenses starting from' with a text input field containing '\$ 0'. The main section is titled 'Approval steps' with a menu icon. It contains a description: 'Customize steps to control the order and individuals involved in the approval process'. There are three approver slots: 'First approver' with 'Manager level 1', 'Second approver' with 'Manager level 2', and 'Third approver' with 'Jennifer McNamee - Primary Administrator'. Each slot has a close button (X). A 'Remove Step' link is next to the third approver. At the bottom is a '+ Add approval step' button.

Any amount 3 steps

* Expenses starting from

\$ 0

Approval steps

Customize steps to control the order and individuals involved in the approval process

First approver

Manager level 1 ×

Second approver

Manager level 2 ×

Third approver Remove Step

Jennifer McNamee - Primary Administrator ×

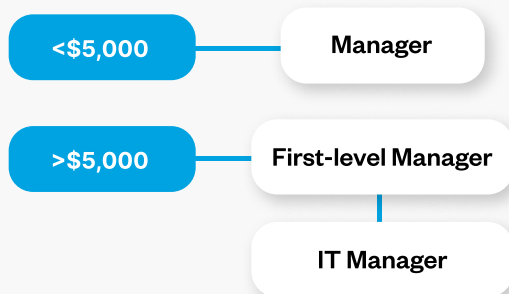
+ Add approval step



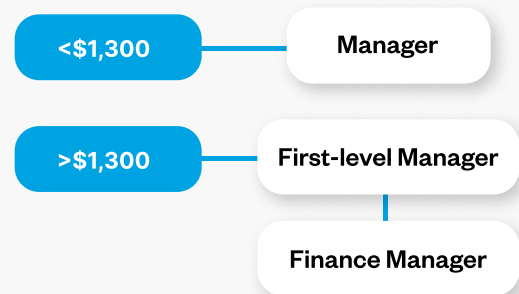
Approval Policies

For more customized control, you can set up multiple custom Approval Policies by team, project, or expense type. Within each policy you can set workflows based on limit type and spend amount, and set multiple approval layers. Simply create the policy and choose which Teams to apply it to.

Software



Travel





Submission Policies

Submission Policies will save time at month-end and cut down on human error

Float's **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. This eliminates the back-and-forth required between finance and spenders, resulting in a faster close.

With Float's card compliance, you can also choose to automatically pause cards that have transactions that don't comply with your policies.

The screenshot shows a configuration interface for Submission Policies. It has a header with 'REQUIREMENTS' and two radio buttons: 'Required' (selected) and 'Not Required'. Below this is a section for 'RECEIPTS' with a dropdown menu set to 'Transactions above' and a text input field containing '\$100'. Another section for 'GL CODES' has a dropdown menu set to 'All Transactions' and a text input field containing '\$'. At the bottom, there is a 'LIMIT GL CODES' section with two tags: 'Travel - Flights' and 'Travel - Hotels', each with a close button (x).



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? (optional)

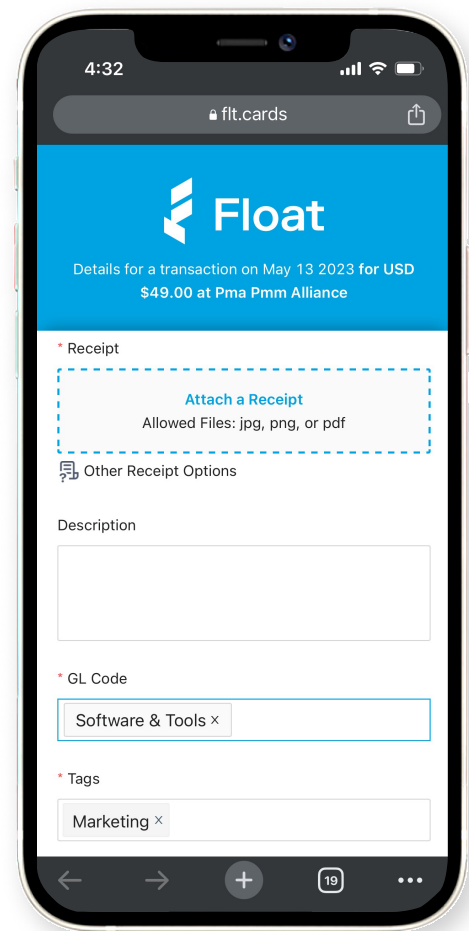




Submission Policies

Once a transaction is made on a Float card, the cardholder is immediately sent a link to upload their receipts and submit all the relevant purchase details. The best part? Float automatically matches receipts to the transactions for your team!

Notifications can be received via email, SMS, or Slack. Spenders can upload receipts and expenses via Float's quick link, by texting a photo of the receipt, or by automatically forwarding receipts with automated receipt forwarding. You can also use your personalized receipt-forwarding address as your billing address for easy submission.





Card Limits and Controls

Create safeguards with spend limits and \$0 balances, plus easily pause or cancel cards

You can enable employee spend worry-free by creating cards with \$0 balances and only loading or approving funds when required.

Recurring limits let you create custom top-up schedules for cards so that funds reload on a regular cycle and are great for things like stipends, subscriptions, or advertising spend.

Temporary limits allow you to top-up a card balance within a specific timeframe and are removed once spent or after the limit expires and are great for things like one-time purchases or short-term budget increases.



Create Recurring Limit

A custom top-up schedule for card balances for things like stipend, subscription, or campaign spend.

Amount

\$100

Renewal schedule

Monthly

Cancel

Create Limit



Create Temporary Limit

A one-time card balance increase that expires, great for things like one-time purchases or short-term budget increases

Amount

\$500

Expires On

2023-05-31

Cancel

Create Limit

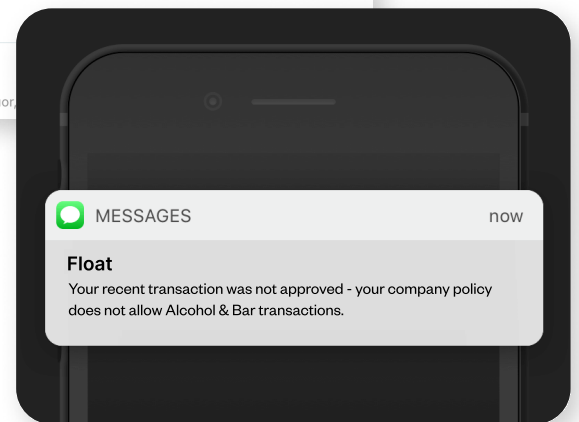
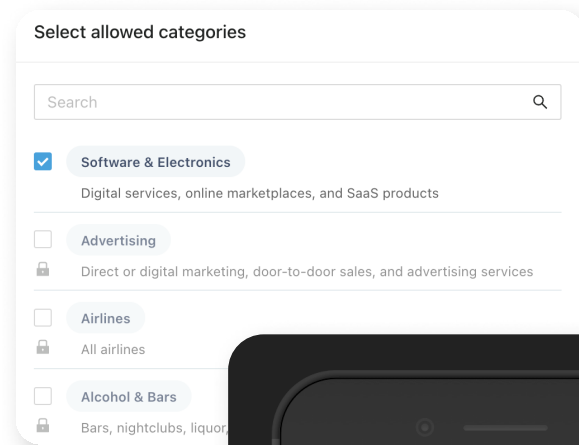


Card Limits and Controls

With Float, controls can be applied directly to cards to limit transactions to specific merchant categories with **Merchant Controls**.

You can apply Merchant Controls to cards at any time by going to the Card Details page and selecting which types of merchants you would like to restrict (such as alcohol and bars or gambling).

If a cardholder attempts to make a purchase at an unapproved merchant, Float will automatically decline the transaction and let the Spender know.





Transaction Reviews

Let Managers review transactions after they're made

For an added layer of control, Admins can set up Transaction Review Policies so Managers can confirm that their team's transactions were permitted under your company's expense guidelines.

With Float's intelligent card limits and controls, these instances should be rare, so the Default policy does not require transactions to be reviewed on Float.

You can create custom Transaction Review Policies to apply across the company or to specific Teams as well as set custom multi-level review levels by spend amount.

Review Levels

Review levels indicate who is responsible for reviewing a transaction at each transaction amount.

Any amount



Expenses starting from

0

☰ Reviewer

Indicate who reviews transactions within this threshold.

Reviewer

Lorraine Yoon - Manager



+ Add Review Level



Transaction Reviews

Reviewers in Float can quickly see all transactions needing their attention on the “Transactions” page. From the “Needs Review” tab, reviewers can select whether or not a Spender transaction was permitted within your company’s guidelines.

Once a transaction is marked as permitted, the finance team can confidently export transactions from the “Ready for Export” page to their accounting system already reviewed, coded, and embedded with receipts.

If a transaction is not permitted, the Manager can mark the transaction and follow up with the cardholder or finance team to take the necessary action.

Review Status

Permitted

Not Permitted

Needs Review



Reimbursements

Manage out-of-pocket expenses,
directly in Float.

If a team member forgets their Float Card at home, they can easily submit out-of-pocket expenses directly in Float with **Reimbursements**.

Simply head to the “Settings” page and turn on Reimbursements for your company. It’s that simple!

Add custom Approval policies for Reimbursements and create workflows to direct requests to the right approvers. You can also ensure employees are submitting the information you need to payout and close by setting up Submission policies for Reimbursements.

Reimbursement settings

Configure how your employees are reimbursed for their out-of-pocket expenses

Out-of-pocket spending

Allow your employees to request personal reimbursements for the out-of-pocket expenses. Simply activate the feature and configure your Submission and Approval Policies.

[Configure Submission Policy](#)

[Configure Approval Policy](#)





Reimbursements

Float allows company spenders to simply upload receipts and expense information, so you can eliminate admin work and keep all your team spend in one platform.

Float users can simply log in to Float and click Request Spend > Reimbursement and attach their receipts and supporting expense information.

Once submitted, their Manager (as defined in your Approval policy) will be notified right away to approve or decline the request in the Requests > Needs Approval page.

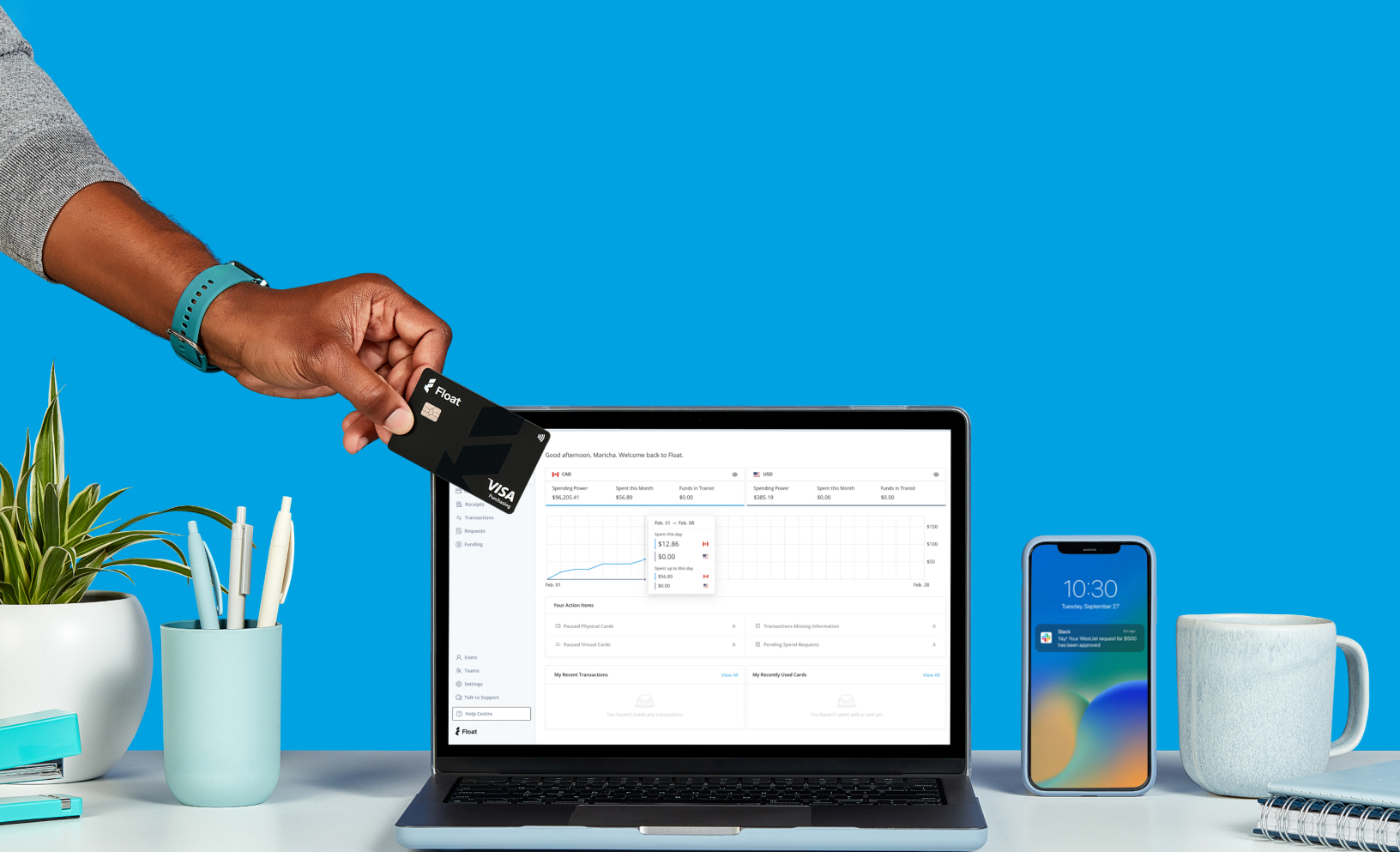
Once approved, the requester will be notified via Slack or Email and can check the Requests > My Requests page in Float for status updates.

The image shows a screenshot of the Float 'Reimbursement Request' form. The form has a header with the Float logo and a blue button labeled 'Reimbursement Request'. Below the header, there are three main sections: 'Amount' with a text input field containing '\$126.00', 'Receipt' with a dashed green box containing a receipt icon, the text 'Receipt captured', and the filename 'Receipt_20Jun2022_001028.pdf', and 'Comment' with a text input field containing 'Team lunch (forgot my Float Card!)'. At the bottom right of the form is a blue 'Submit' button. Overlaid on the bottom left of the form is a white confirmation message box with a green checkmark icon and the text 'Your request has been submitted for approval!'.



Rolling out Float?

Scan to get our Spenders and Managers guide and share with your teams.



*Some features only available on Float's Professional Plan - learn what's included in your plan [here](#).