



# Introducing Reimbursements

A simple way for teams to manage out-of-pocket expenses, directly in Float.

Sign up at [floatcard.com](https://floatcard.com)

Essentials: \$0/mo  
Professionals: \$99/mo+tax

The screenshot shows a 'Reimbursement Request' form in the Float app. It includes fields for 'Amount' (\$126.00), 'Receipt' (with a 'Receipt captured' message and a PDF file named 'Receipt\_20Jun2022\_001028.pdf'), and 'Comment' (Team lunch (forgot my Float Card!)). A 'Submit' button is at the bottom right.



Your request has been submitted for approval!

So long excel spreadsheets, email chains, and payroll updates. With Float Cards and Reimbursements, Canadian finance teams can finally simplify their team spending in one easy-to-use platform.

## Simplify team repayments

If a team member forgets their Float Card at home, they can easily submit out-of-pocket expenses directly in Float - eliminating the need for manual processes.

## Save on software

Expense software can be expensive with per user fees, costing businesses thousands of dollars a month. Reimbursements is available to all of Float's Professional customers at no additional cost.

## Eliminate administrative work

Float allows teams to simply upload their receipts and expense information, and automatically sends the request to the right manager for approval so the finance team can payout (and close) faster.

## Better yet? Create a Float Card

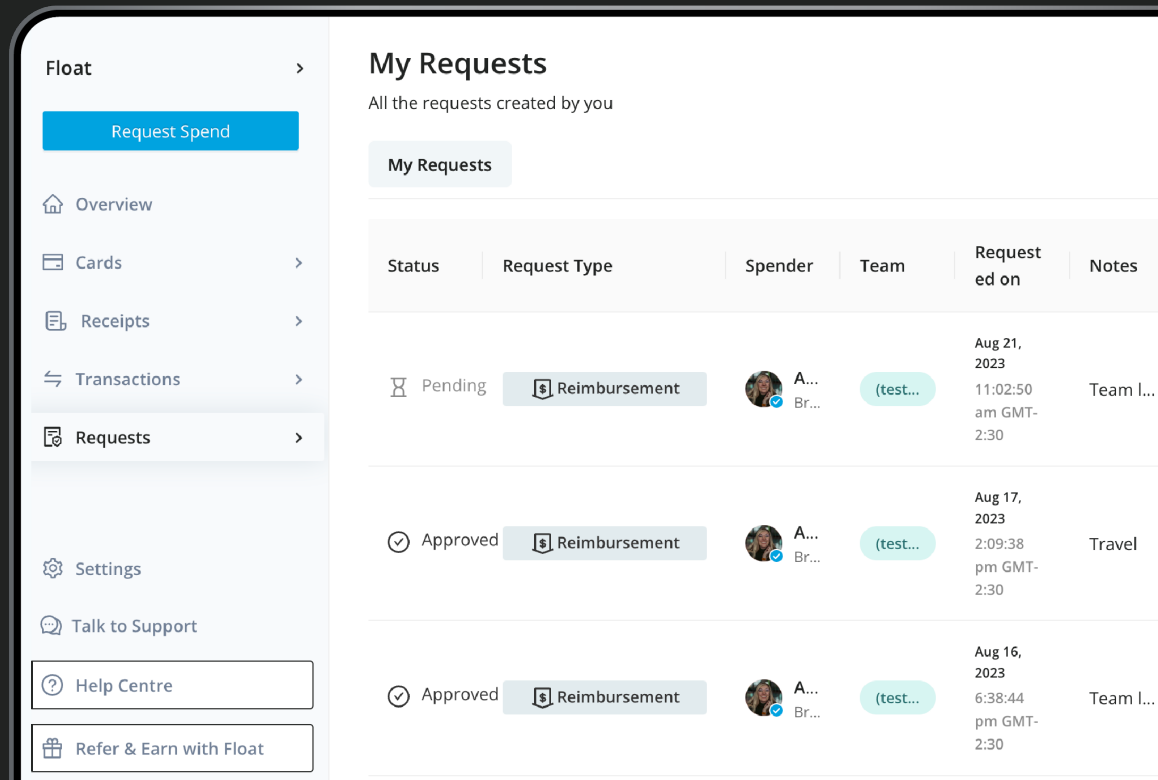
Assigning Float Cards to employees with frequent or large recurring expenses will give your team real-time visibility and control over company spend.

### Employees

- ✓ No waiting to get repaid
- ✓ No risk of personal card use
- ✓ No time wasted compiling reports

### Finance

- ✓ No confusion around process
- ✓ No time wasted processing reports manually
- ✓ No wasted spending on duplicate software



## How it works

1

Spender submits request

2

Manager approves request

3

Admins export for payout and close



[Watch Reimbursements in action](#)

## Seamless (and fast) rollout

With a click of a button you can start collecting your team's out-of-pocket expenses the easy way. And our local support team is always here to help!

### 1. Add company employees to Float

From the Users page start adding team members and assigning them to Teams. Use Float's HRIS integration to automatically add and sync employees automatically.

### 2. Edit your Approval and Submission Policies

Add custom policies specific to Reimbursements and create workflows to direct requests to the right managers for approval, and ensure employees are submitting the information you need to payout and close.

### 3. Turn on Reimbursements

Head to the Settings page and turn on Reimbursements for your company. We'll let your teams know how to start using Float for out-of-pocket expenses.