Float

Reimbursements
Quick Start Guide

With a click of a button you can start collecting you team's out-of-pocket expenses the easy way.

Getting started

Start by setting up your Reimbursements infrastructure, including assigning all of your employees with direct managers, creating Reimbursement approval policies, and connecting your Accounts Payable account to Float.

1. From the Users page, add company employees to Float and assign their Direct Manager. To automatically add and sync employees, connect your HRIS provider to Float by going to Settings > HRIS Integration.

2. Go to Settings > Approval Policies and select Reimbursements.

3. Edit the Default Approval Policy to apply to all users, or create custom policies by grouping employees into Teams in Float and assigning policies to the relevant teams.

4. Once you have created your Approval Policies for Reimbursements, head over to Settings > Submission Policies and update the Default Submission Policy for Reimbursements

5. Finally, go to Settings > Reimbursement Settings to turn the feature on for your employees and connect your Accounts Payable account if you're using Float's Accounting Sync

6. Now that you have setup Reimbursements for your company, employees can start submitting Reimbursement Requests.

7. Once requests are approved, go to Accounting > Reimbursement Exports to see all expenses that are ready to be exported.

8. After you have reviewed all approved requests and made all of the necessary changes (e.g. bulk updates to GL Codes, if necessary), select the reimbursements you'd like to export and select "Export" in the bottom right corner of the screen to push the expenses to your accounting software.

9. If you aren't using Float's Accounting Sync with QBO, Xero, or NetSuite, you can export your transactions as a CSV to import to your accounting or payroll software.

▷ **Watch Reimbursements in action**

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Submitting a request

Once Reimbursements are set up for your company, employees can start submitting requests. Here's how:

1. Go to Request Spend > Request Reimbursement.

2. Fill out all of the relevant fields in the submission form. If you are requesting a reimbursement for a non-CAD expense, you will see two additional fields: Reimbursement Currency and Reimbursement Amount. Enter the precise amount you were charged in CAD (including all fees) in the Reimbursement Amount field.

3. Once you have completed all of the fields, press Submit. You also have the option to select the Create more toggle to repopulate the submission form for additional expenses you'd like to submit.

4. You can review all pending and completed spend requests in the Requests tab.

5. Once your Reimbursement request is approved you will receive an email / Slack confirmation.

Approving a request

Based on your Approval Policies for Reimbursements, the correct approvers will be sent a notification via Slack or email to approve or decline the request.

1. You can find all requests requiring your approval under Requests > Needs Approval. If an employee submits an expense under an Approval policy you're listed as an approver for, you will receive an email / slack alert, notifying you of an outstanding request that needs your approval.

2. Select an outstanding request to review all of the details of the expense. You can update the accounting information on the expense to ensure everything is coded correctly.

3. Once you have reviewed the expense, click Approve on the Requests page.

4. Once approved, the expense - including all approval date stamps - can be seen in the Requests > Completed tab, as well as on the Accounting > Reimbursement Export page.