



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.