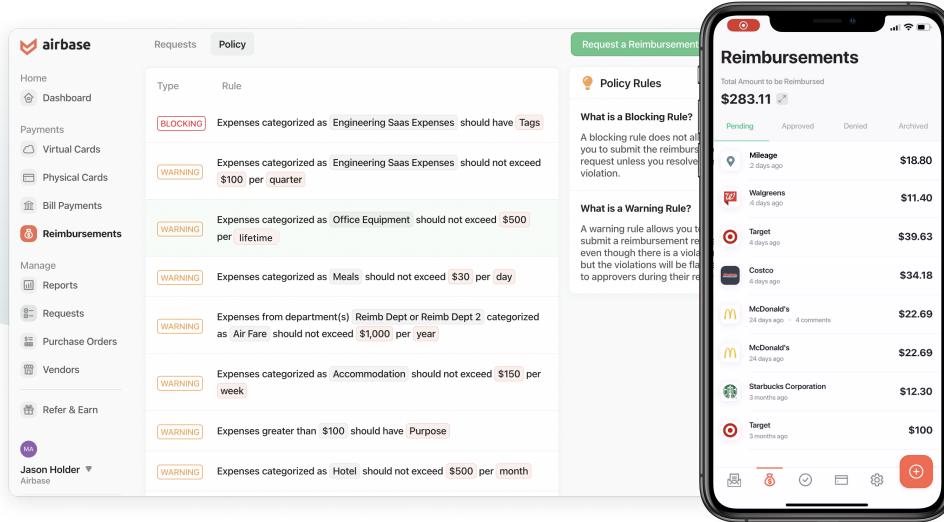


Spend Management Platform

Reimbursements.

Manage out-of-pocket employee expenses with ease. Choose our reimbursements product on its own or as part of our comprehensive spend management platform.



Your employees sometimes need the flexibility to use personal credit cards or cash to make purchases on behalf of your company or use their own vehicles for business purposes. The problem is that out-of-pocket expense management is disconnected from your AP workflow. This burdens your accounting team with unwieldy expense reports, time-consuming approvals, manual journal entries, GL coding, and reconciliation. At the same time, your employees are slow to be reimbursed and left frustrated.

Airbase's first-of-its-kind spend management platform solves this problem.

Now you can easily manage out-of-pocket employee expenses in the same platform you use for all spend types, including bill payments, virtual cards, and physical cards. Airbase's integrated reimbursements module eliminates expense reports altogether and provides effective policy controls, built-in approval workflows, and accounting automation.

Benefits of Airbase reimbursements:



Save time and money by consolidating all expenses — including bill payments, corporate cards, and employee expense reimbursements — in one platform with consistent approval workflows, accounting automation, and real-time reporting.



Boost efficiency for your accounting team by avoiding the need to chase employee expense reports, receipts, and approvals for out-of-pocket employee expenses and mileage reimbursement requests.



Delight employees with the ability to submit and receive reimbursements on the go through our mobile app, without the need of creating tedious expense reports.

How it works:

Airbase makes it easy and efficient to process out-of-pocket expenses, for employees and accounting teams alike. Available on mobile or desktop.

1. **Admins** configure reimbursement rules to reflect company policies, including mandatory fields, submission time window as well as daily, weekly, quarterly, annual or lifetime budget. Admins also configure the approval policy, defining who needs to approve expenses.
2. **Employees** add their preferred bank account to receive reimbursements. They submit requests and upload receipts via the web, email, mobile app, or SMS, while our OCR technology auto-populates mandatory fields such as merchant name, amount, transaction date, and category. Employees receive a warning or are blocked from submitting out-of-policy requests. Employees can assign a delegate to upload receipts and manage reimbursements.
3. **Approvers** review expense items, exchange comments, edit details, and approve or deny via Slack, email or the web to keep teams moving and employee reimbursements processed quickly. Multiple requests from an employee are batched together in a single notification to reduce inbox noise.
4. **Accounting teams** focus on higher value work since reimbursement expenses are approved, categorized, and automatically sync to their GL.

User experience:

Employee request



Request a Reimbursement

Expense Info

Merchant Name: Gustav Chop House Bar (New Service)

Amount: \$82.01 Transaction Date: 02/20/2021

Category: Travel Meals

Purpose: Client dinner

Additional Info

Upload files: Attach additional documents or screenshots of email/slack approvals to provide more context to approvers

Notes: This was related to a client dinner in Collingwood.

Required Approvers

1. Amanda Green (Manager)

Submit

Simple approvals

Transaction Date: Feb 20, 2021

Purpose: Client dinner

Files: + Upload new file

Notes: This was related to a client dinner in Collingwood.

Pending On: Amanda Green (Manager)

Approve **Deny** **Archive** **Edit**

View in Fullscreen



Jason's Reimbursement \$87 Jan 22, 2021 ACH Transfer

Expense Date	Merchant	Category	Amount
Jan 13, 2021	Travelbeta	Travel	\$25
Jan 6, 2021	Transmetrics	Travel	\$42
Jan 7, 2021	Grasshopper	Meal	\$20

Automated GL sync

Airbase is the only truly comprehensive spend management platform for small and midsize companies. It combines three products – accounts payable, an advanced corporate card program, and employee expense reimbursements – into one system. Implemented individually, each product has all the core functionality you expect from a best-of-breed solution. Taken together, Airbase provides a consistent and efficient platform experience for all non-payroll spend. The automation of accounting and approval workflows results in visibility and control, a faster close, and real-time reporting. Learn more: www.airbase.com | team@airbase.io