

## 4 Easy Ways to Use Teampay for Employee Appreciation

In a remote environment, HR can't organize an office party or set up a taco bar in one of the conference rooms. They may turn to virtual perks, like gift cards for lunch, coffee, or alcohol to keep the culture alive.

The only problem: if 100 employees order lunch on traditional cards, that means 100 expense reports for your finance team to process, 100 charges to manually reconcile, and 100 reimbursements to issue.

So, how can you fuel your company culture without adding extra work for the finance team? Teampay has got you covered.



With Teampay, you can enable automatic approvals for cards limited to a certain amount, vendor, and recurrence. For example, if you want to give employees free lunch, you could set an auto-approval rule for \$20 at Seamless each week.

Purchase requests are coded upfront and automatically reconciled in real time, freeing your finance team from manual reconciliation and saving time at month-end. Leadership can roll out perks without adding the hassle of expense reports to employees' workload.

Managers won't be bogged down with approvals, employees can order lunch with ease, and your finance team won't be stuck processing extra expense reports.

So, before you default to yet another Zoom happy hour, here are some ideas using Teampay:

## Team lunch - delivered!

Offer employees the ability to order weekly lunches on the company's dime by setting an auto-approval rule for a recurring card.

leah 3:52 PM

Hi all!

In order to purchase your lunch on Teampay this **Wednesday**, go to @Teampay and type in the following command:

I want to buy lunch from Seamless for \$20 per week

Make sure you choose **Card** and then click **Finalize**.

For the **Category**, select **Office Meals**. The **Class** should be set to your **department**.

Note: If you'd like to use a different vendor from Seamless, just switch it out in the request, i.e. I want to buy lunch from UberEats for \$20 per week.

👍 5 🙌 5 🏠 2 🔄

When **amount is less than or equal to \$20.00 & category is Office Meals & recurrence is weekly**  
then **auto-approve**

## Subscriptions to boost employee productivity and well-being

Use Teampay to provide employees monthly subscriptions to wellness applications, like Headspace, Calm, or brain.fm.

andrew 2:48 PM

👋 Hey everyone, another remote working perk! 🎧

Brain.fm provides functional music for improved focus, productivity, and relaxation. To purchase a subscription:

I would like to buy functional music from brain.fm for \$7/month

Choose **card**, click **Finalize**, select category **Non-Annual Software Expenses** 🧐, and **Class** should be your department.

## Budgets for professional development

Create a professional development budget for each employee in Teampay. Employees can charge multiple items to that budget and see how they are tracking - without having to wait for the finance team to pull the numbers.

### Alexa Professional Development \$600.00/year

<input type="radio"/> Spent	\$200.00
<input type="radio"/> Committed ⓘ	\$0.00
<input checked="" type="radio"/> Available	\$400.00

This yearly budget will reset to \$600.00 on January 01, 2022

#### BUDGET MANAGER

 **Andrew H.**

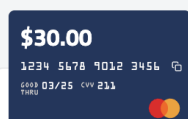
#### BUDGET DIMENSIONS

Requestor **Alexa L.**

## Virtual events with a personal touch

Hosting a virtual event? Use a card-on-file to purchase Starbucks gift cards for attendees. Teampay makes it easy to enhance virtual experiences without adding a ton of admin work.

### Card-on-file to buy coffee gift cards







Adjust funds ...

USER  
Darcy D.

VENDOR  
Starbucks

CATEGORY  
Conferences & Trade Shows ▾

#### Transactions History

Date ▾	Vendor ▾	Amount ▾	
May 08 2020	Starbucks (CS *STARBUCKS EGIFTCAR) Marketing - Corporate Branding ▾ Marketing ▾	\$5.00	
Mar 12 2020	Starbucks (CS *STARBUCKS EGIFTCAR) Marketing - Corporate Branding ▾ Marketing ▾	\$5.00	
Mar 12 2020	Starbucks (CS *STARBUCKS EGIFTCAR) Marketing - Corporate Branding ▾ Marketing ▾	\$5.00	
Mar 12 2020	Starbucks (CS *STARBUCKS EGIFTCAR) Marketing - Corporate Branding ▾ Marketing ▾	\$5.00	

With Teampay, you can roll out new spending policies in one sentence. This allows you to quickly adapt to unexpected changes and empower employees to spend with confidence, no matter what changes come your way.