



Empower your team to send virtual cards with **budgets**

Budgets allow company cardholders to allocate pre-approved funds to a team, location, project, event, or any other expense category. A budget empowers your team to create and update virtual cards for different expense needs without the tedious approval process.



Organize and control spending

Allocate budgets customized to fit specific expense needs with real-time visibility over all budget users and spend activity.



Spend securely

Eliminate risky card sharing behavior by giving employees the ability to create unique virtual cards, all under your supervision.



Share management responsibility

Easily scale business operations by adding another team member to co-manage a budget or manage card requests while you're away.



Empower employees

Allow your team to create their own virtual cards from a pre-approved budget, reducing reimbursements and lengthy approvals.

Send your team a budget for...

- Department expenses
- Project or client costs
- Employee travel
- Digital advertising
- Events
- Franchises or locations
- Petty cash expenses

How it works

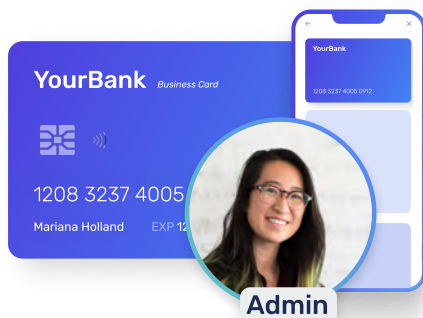
- 1 **Account owner** allocates a budget with set controls
- 2 **Account owner (budget owner)** sends the budget to team members
- 3 **Team members (budget users)** can create virtual cards with their budget
- 4 **Budget owners, budget users and admins** can see budget activity in real time

The screenshot shows a mobile app interface for creating a budget. At the top, there's a title bar with a back arrow and a close 'X' button. Below the title bar, the text 'Create a Budget' is displayed, followed by 'Standard' and a 'Change' link. The form has two main sections: 'Budget Name' with a text input field containing the placeholder 'What's this budget used for?', and 'Budget Users' with a dropdown menu showing 'Type or select from list' and a downward arrow.

How companies are using budgets

Learn how a marketing team uses the budgets feature to delegate team spending.

1 Finance sends marketing a budget

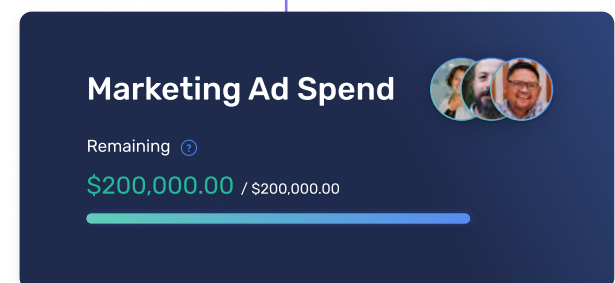


Using their existing company card, the head of finance creates a budget in Extend, sets the budget limit, and shares it with the marketing team leaders. Sharing the budget with more than one leader provides future flexibility of card management, e.g. someone goes on vacation.

Best practice: Always start with a budget because virtual cards created without a budget can only be managed by the card creator alone.

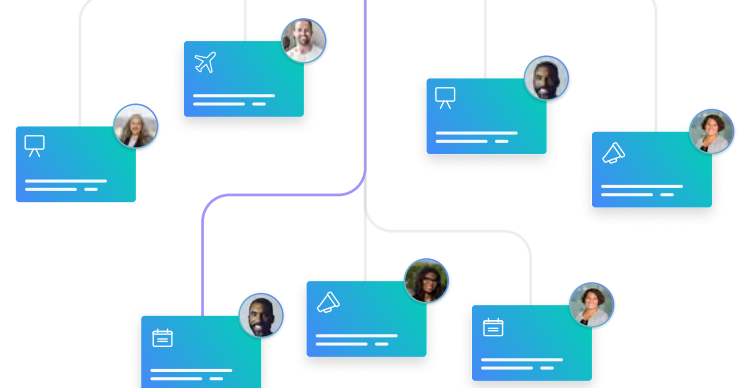
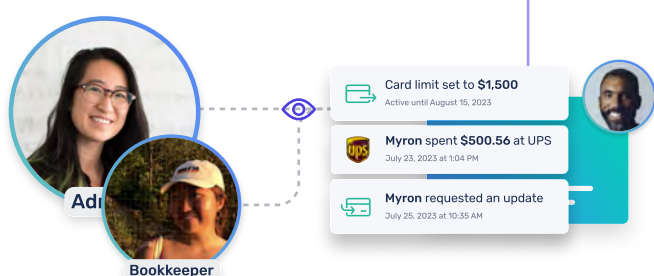
2 The marketing team gains access to their funds

When they receive a budget, the marketing team can create virtual cards for their various expense needs, including paid media, software subscriptions, events, and ad hoc project expenses.



3 Better visibility means smarter decision making

No more overspending or wasted time. With real-time insights on budget spend, the marketing team can make informed decisions on how and where to spend their money, without the wait time of tedious approval processes.



4 Finance maintains control and accountability

The marketing team now has the ability to create virtual cards when they need to, while the finance team can oversee all card activity, easily review things like receipts and invoices, and save time fielding card requests and approvals.