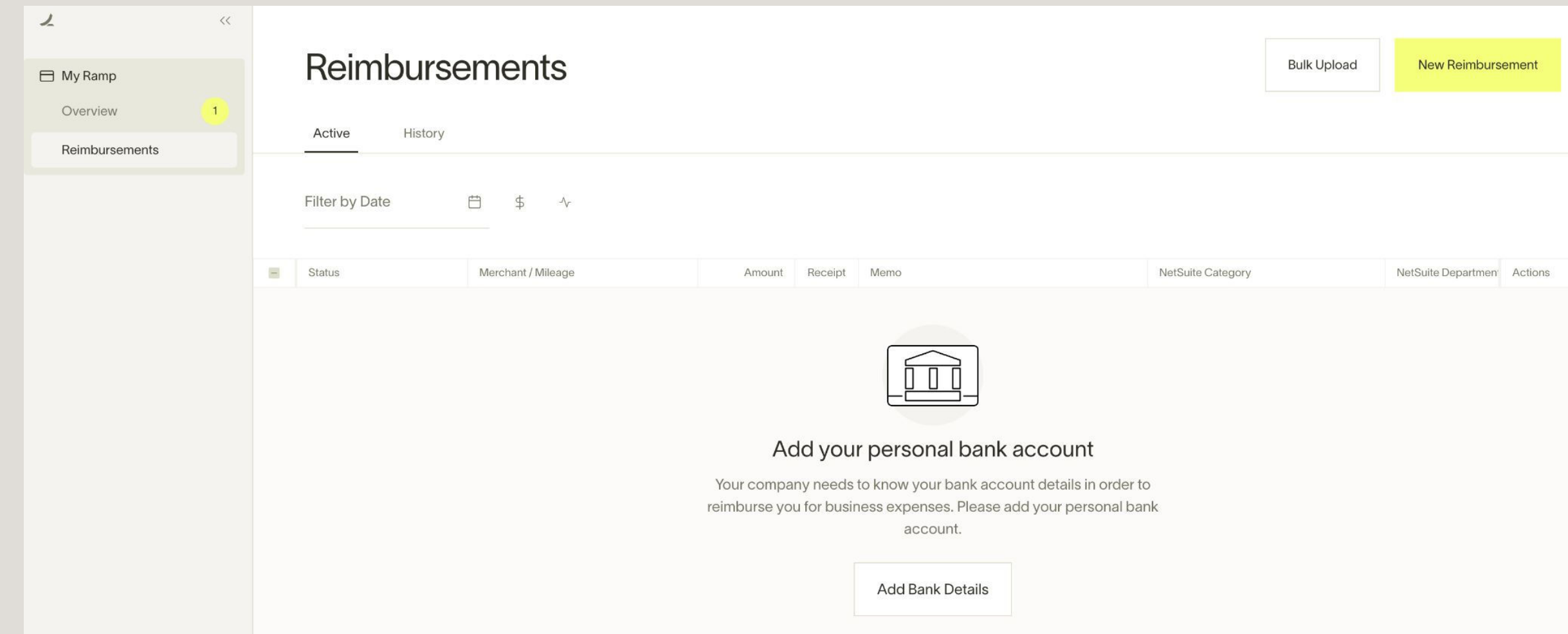# Ramp Reimbursements

Easily submit reimbursements for out-of-pocket and mileage expenses on your personal cards.

Getting started

1. Go to the **My Ramp** tab and click the **Reimbursements** button at the top.

2. Click **Add Bank Details** if your company has turned on direct payments. If your company has not enabled direct payments, check with your finance team on how you'll receive your reimbursement.

3. Select your institution or click **Manually Add Account**.

4. Follow the steps on the screen to enter your routing and account information.

5. Enter your routing and account information, then click **Add Account.**

Submitting a reimbursement
(Desktop and mobile)

1. Hover over the navigation menu on the left to expand the view.

   Go to the **My Ramp** tab and click the **Reimbursements** button

   at the top.

2. On the Reimbursements tab, click **New Reimbursement**.

3. Choose between an **Out-of-pocket** or **Mileage** reimbursement.

4. Fill out the rest of the fields requested by your administrator, then

   click **Submit**.

New Reimbursement

Type

Out of Pocket	⬤	Mileage	◯

Details

Merchant
Uber

Amount
$82.03

Currency
USD ⌄

Transaction Date
08/27/22

Receipt

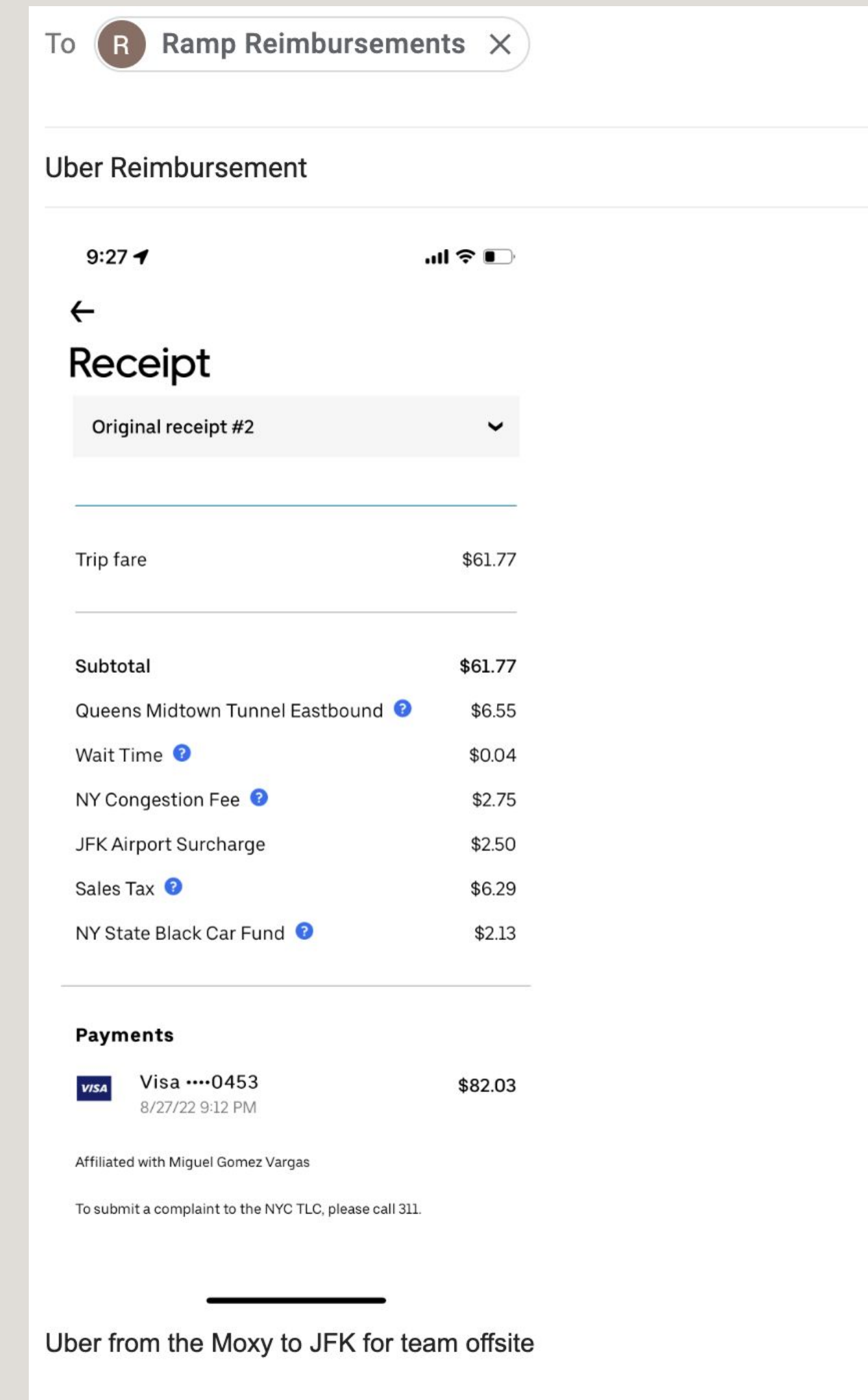| Trip fare	$61.77
Subtotal	**$61.77**
Queens Midtown Tunnel Eastbound ❶	$6.55
Wait Time ❶	$0.04
NY Congestion Fee ❶	$2.75
JFK Airport Surcharge	$2.50
Sales Tax ❶	$6.29
NY State Black Car Fund ❶	$2.13

⬆ Drop files or click here to upload

Memo

Memo
Uber from the Moxy to JFK for offsite

Submitting a reimbursement
(Email)

1. Email or forward your receipts to reimbursements@ramp.com.

   This will automatically create a reimbursement draft in Ramp.

2. Log in to Ramp and go to **My Ramp > Reimbursements** to

   find your reimbursement draft.

3. Click on the clipboard to edit or delete the draft.

4. Fill out the rest of the fields requested by your administrator
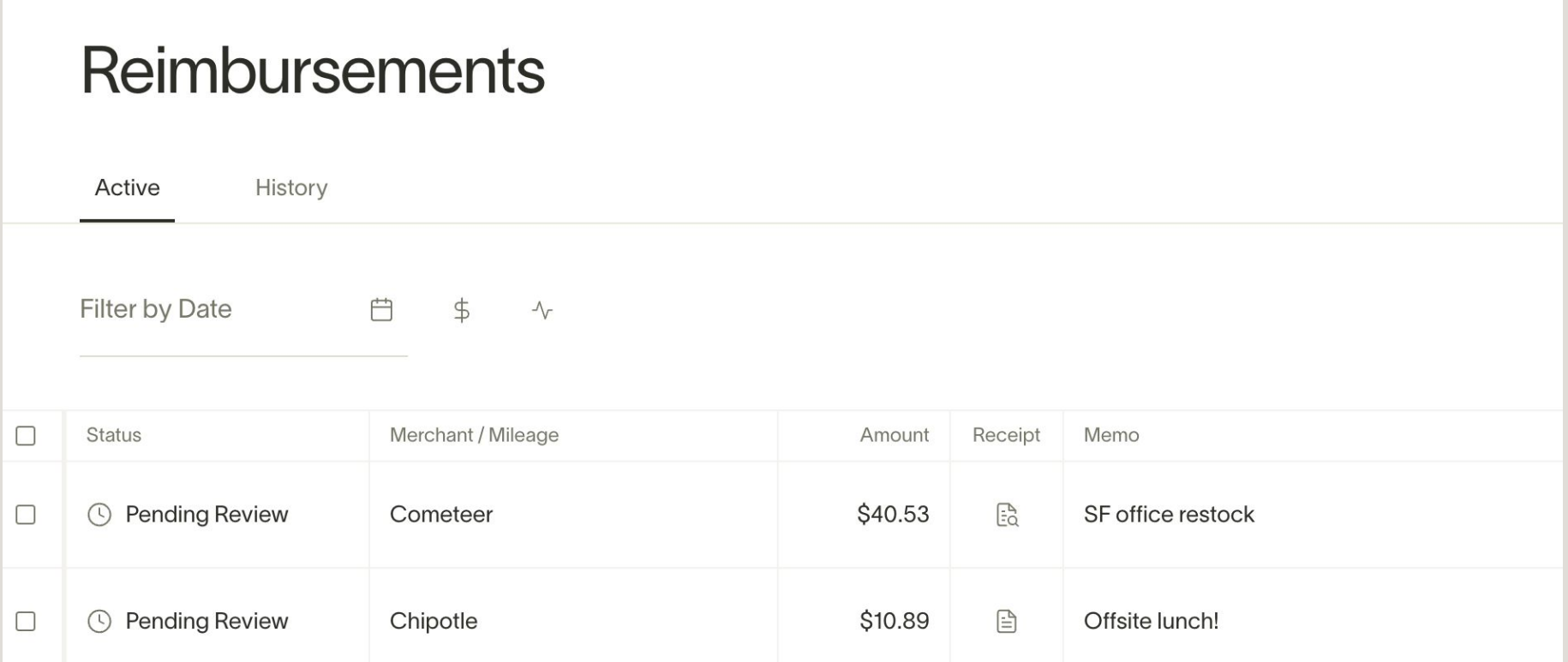
5. Click **Submit**.

To **R** Ramp Reimbursements ✕

Uber Reimbursement

9:27

←
Receipt

Original receipt #2 ⌄

Trip fare	$61.77
Subtotal	$61.77
Queens Midtown Tunnel Eastbound ?	$6.55
Wait Time ?	$0.04
NY Congestion Fee ?	$2.75
JFK Airport Surcharge	$2.50
Sales Tax ?	$6.29
NY State Black Car Fund ?	$2.13

Payments

VISA Visa ••••0453 $82.03
8/27/22 9:12 PM

Affiliated with Miguel Gomez Vargas

To submit a complaint to the NYC TLC, please call 311.

Uber from the Moxy to JFK for team offsite

After submitting a reimbursement

Tracking reimbursements

You can see the status of your reimbursements on the **Reimbursements** tab. Pending reimbursements that are awaiting approval will show up on the Active tab. Click the History tab to see previously approved or rejected reimbursements.

Receiving reimbursements

Once your manager/admin approves your reimbursement, you will see the funds in your account within 3 business days from when you receive the confirmation email (if you've connected your personal bank account).

Reimbursements

		Active	History			

Filter by Date

	Status	Merchant / Mileage	Amount	Receipt	Memo
☐	🕐 Pending Review	Cometeer	$40.53	📄	SF office restock
☐	🕐 Pending Review	Chipotle	$10.89	📄	Offsite lunch!

FAQs
[Help Center]()

How do I update my reimbursement bank account details?

- If you need to update your reimbursement bank account details, please contact [support@ramp.com]().

Can I submit more than one reimbursement at a time?

- Email: You can email multiple receipts to Ramp. A reimbursement draft will be created for each receipt.

- Dashboard: Select **Bulk Upload** to submit more than one reimbursement at a time.

When will I receive the reimbursement?

- You should see the funds in your bank account within 3 days of receiving the confirmation email.

How can I edit or cancel reimbursements?

- Go to the Drafts tab on the Reimbursements page.

Which currency will I be reimbursed in for international travel?

- You will be reimbursed in the currency where your issuing bank is located.