



Out-of-Pocket Expenses Now Available in Acubiz

To get started, please email [**expenses@joejuice.com**](mailto:expenses@joejuice.com) to be added to Acubiz. Once set up, you can log in your expenses directly through the Acubiz app.

This applies to:

- **HQ employees**
- **Office users**
- **Employees with company cards**

Reimbursements

Out-of-pocket reimbursements will be **paid directly to the bank account registered for your salary payments.** If you would like reimbursement paid to a different account, please notify us accordingly.

New Expense Support Inbox

Going forward, all questions, requests, and communication related to expenses, reimbursements, and Acubiz should be directed to our shared mailbox:

expenses@joejuice.com

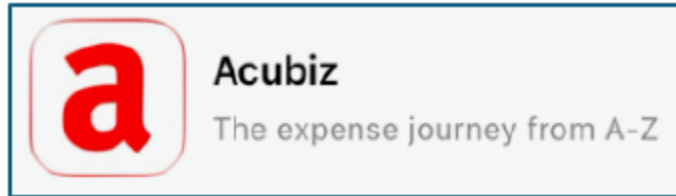
Store Employees and Board Members

Please note that the reimbursement process for store employees and Board members **remains unchanged**. Approved expenses will continue to be reimbursed through **Payroll** as part of the current process.



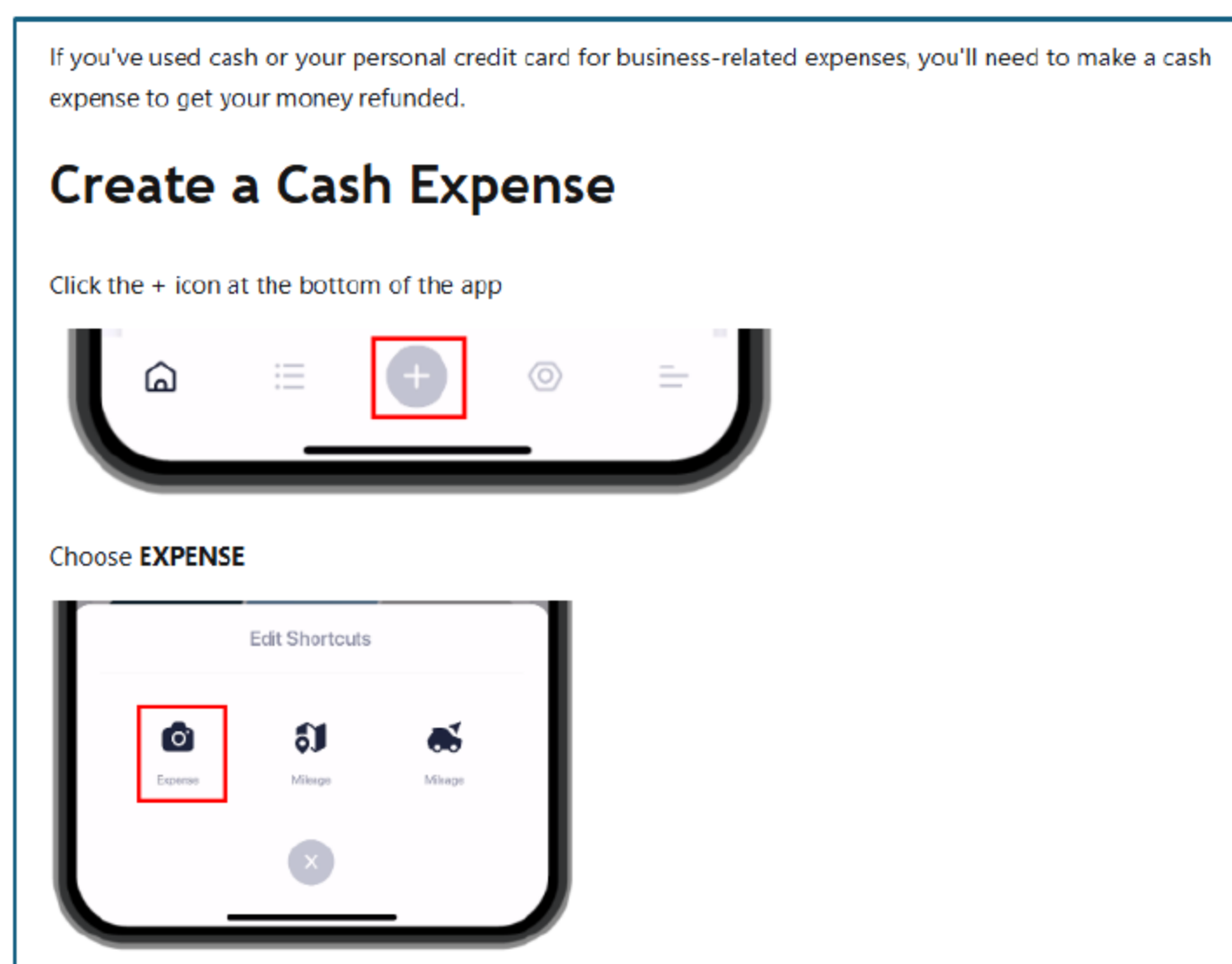
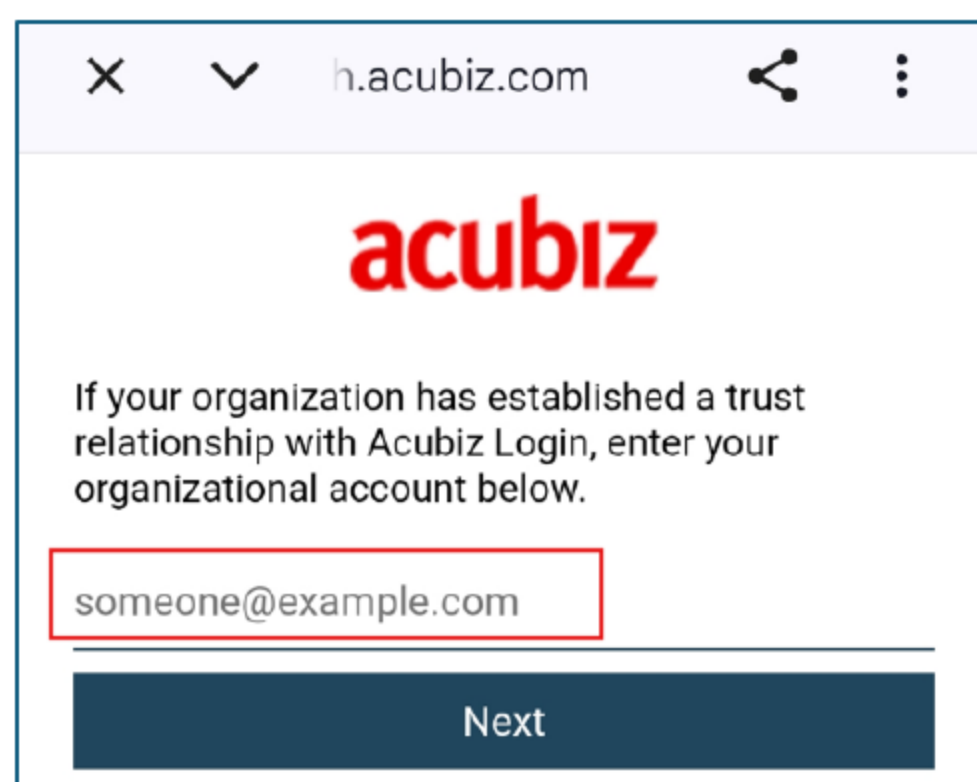
Getting Started with Acubiz

Please download the Acubiz app here:



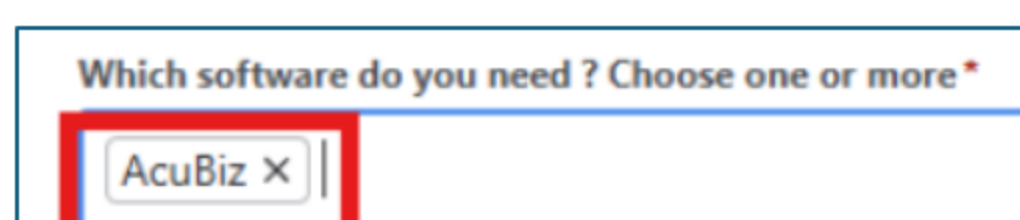
<https://apps.apple.com/dk/app/acubiz/id1269587378?l=da>

You must log in using SSO & your Joe email:



If you have any issues with Acubiz log in, please send ticket to IT and select **Acubiz** as the software.

[Request software - IT Support - Jira Service Management](#)





Approval flow:

All expense claims follow the standard approval hierarchy and require manager approval. Approval steps cannot be bypassed (no steps can be skipped).

Any changes to reporting lines or approvers must be handled through **People & Development (P&D)** and communicated to Finance. Please note that Finance cannot update employee master data.

Helpful Acubiz Guides:

[Cash expense: Get reimbursed for using your private money for business expenses](#)

[Control of expenses from employees – Acubiz Help Center](#)

[Take pictures of your receipts with the best results](#)

[Use a PDF file as a receipt by sharing it to Acubiz](#)