



# How do I **create a split billing reimbursement policy?**

(as an employer)

[User Guide](#)





1

Log in to your company account at <https://my.mobiflow.be/sp/customer> using your professional email address and password. In the left-hand menu, go to **Charging points > Split billing > Reimbursement**. Click the blue **Create new policy** button in the top right corner.

Mobiflow

Split billing / Reimbursement policies

### Reimbursement policies

Filter + Create new policy

Name	Status	Reimbursement per kWh
CREG België / Belgique Trimestriëel	Active	Managed by Mobiflow
CREG Brussel / Bruxelles Trimestriëel	Active	Managed by Mobiflow
CREG Vlaanderen Trimestriëel	Active	Managed by Mobiflow
CREG Wallonie Trimestriëel	Active	Managed by Mobiflow
Fluvius reimbursement policy	Active	
Semestrial average France	Active	Managed by Mobiflow
Semestrial average Netherlands	Active	Managed by Mobiflow

Showing 7 out of 7

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Give the policy a name and enter an amount (€/kWh). Note: Always use a dot instead of a comma as the decimal separator. Then click **Save**.

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Split billing / Reimbursement policies / Create

### Create reimbursement policy

Reimbursement policy

Name\*

Reimbursement policy value

New value\* € / kWh

The employee will receive reimbursement for charging sessions at home, based on this tariff.

Save





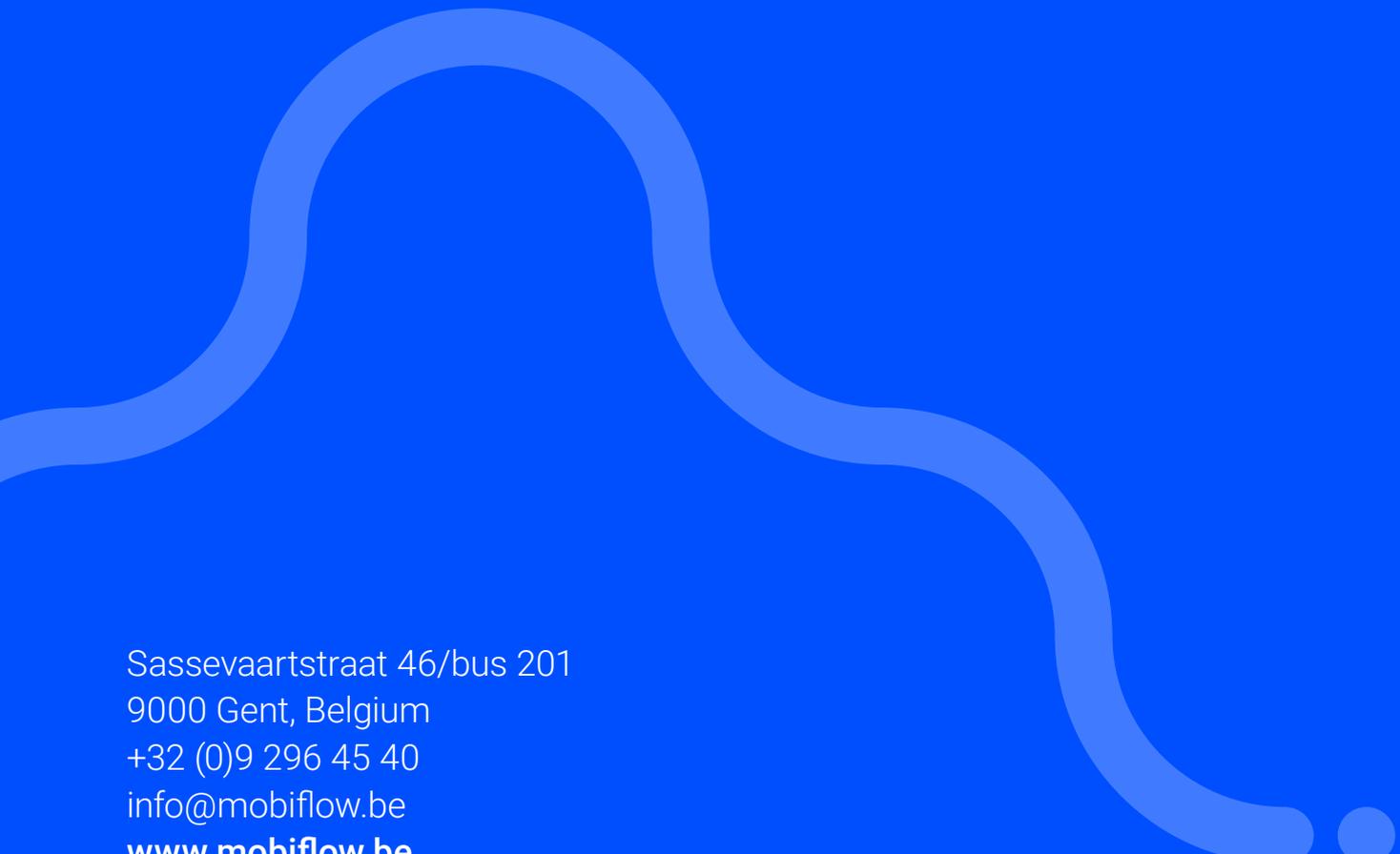
**3**

Your reimbursement policy has now been created. Note: This policy is not yet linked to the employee's split billing contract.

Split billing / Reimbursement policies

✔ Reimbursement policy has been created.



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