

Business Expense Reimbursement Monitoring Report

On a monthly basis, a Work Day report will be reviewed by the VP of HR/IT and VP of Finance to identify issues with reimbursement of payments to employees.

- “Items waiting action”
- The goal is to have expense reports processed within 14 days.

Action: On 2-10-26, Stacey and Kalen submitted a request for Duane at the System Office (Work Day) to provide Stacey security rights to access the Work Day Dashboard.

Created: February 10, 2026