

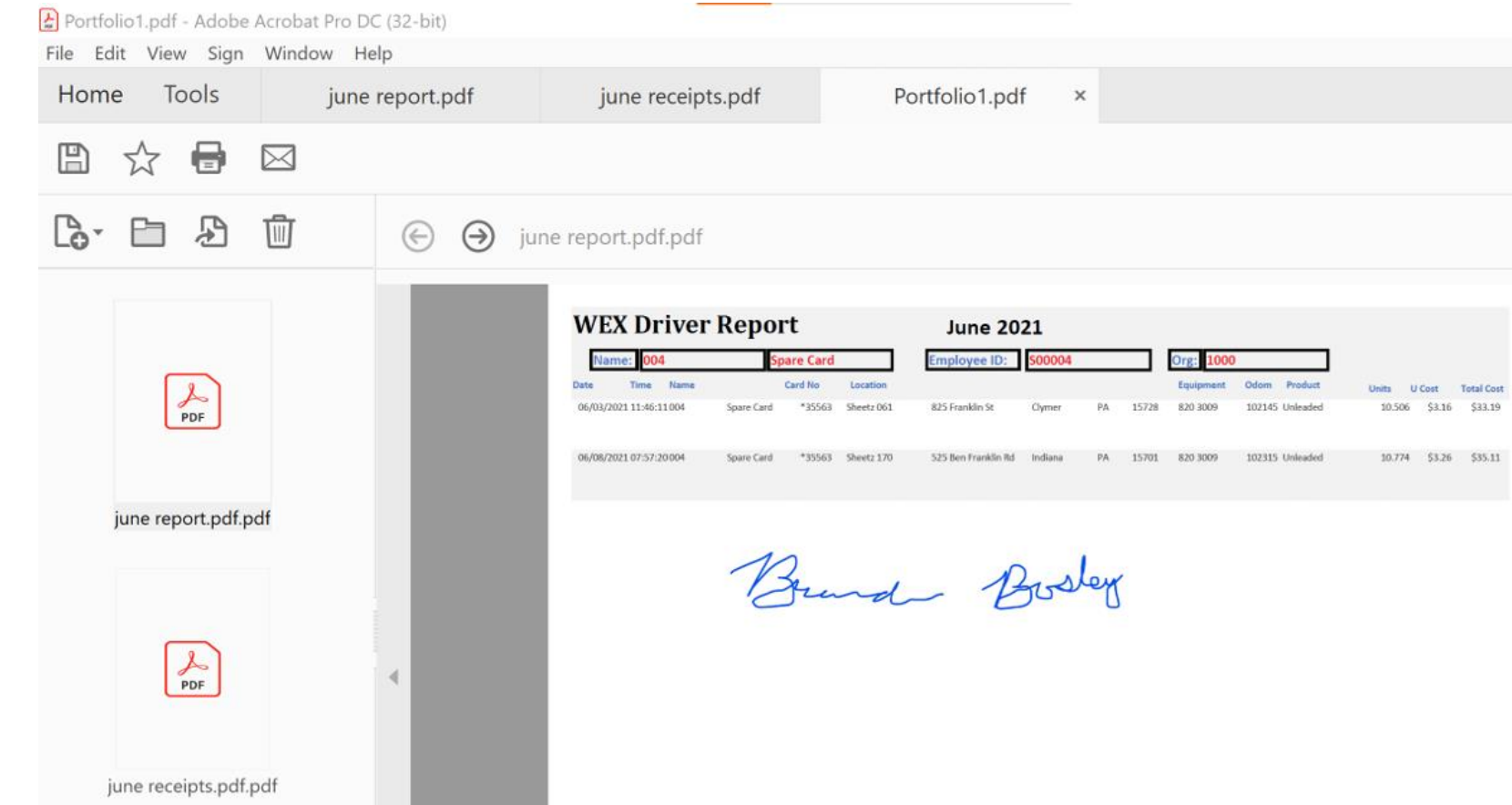
Monthly WEX Report Verification District 10

Problem/Challenge Addressed

The previous process was very cumbersome for the employee and the administrative assistant processing the forms. It required multiple steps to process and a lot of printing, paperwork and filing to submit fuel receipts.

Method/Process/Product to Resolve Challenge

The new process is much more succinct. Fuel reports are stored on the PennDOT Shared Drive. Staff verifies their information on a monthly basis. Each employee reviews their report for correctness, electronically signs it and uploads a copy of their receipts. The files are combined and moved to the PennDOT J:Drive for permanent storage.



Example of a combined report. You can see each individual tab at the top of the screen and the combined portfolio. On the left, you can click through each page of the report.

Results/Key Takeaways

Benefits include:

- Increased employee ownership
- Time savings
- Cost savings

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