Waypoint · Finance guide

Version 2.2.2 · October 2026
Miles made simple

Waypoint is where Finance receives signed mileage reimbursements, marks them received, or returns them with a reason. Working as switches your role. Finance does not sign.

1 Dashboard

Pick a fiscal year. The figures cover everyone: recent submissions, miles claimed, dollars by account number, and by employee.

2 Inbox

A month arrives after it is signed. Use Inbox, Received, and Returned, or search by name, email, or month. Download gives the sealed PDF. Mark Received is an acknowledgement. Return asks for a reason.

3 Reports

Read-only trips for any employee, with PDF, CSV, and Excel downloads, and a Google Sheet. The signature queue is read-only for Finance.

4 Archive

All archive folders. Open folder opens a person's folder. Files lists what is in it.
Search by name, email, or folder name.

Email alerts

You get an email when a new signed reimbursement reaches the Finance inbox. Turn it off or on from Email notifications on your Profile.

Need help? Contact support.