

February 2026

Hope Everyone had a great January!



We wanted to review "How to upload a PDF Receipt as an expense" as we are receiving some incomplete receipts as an upload and emailing this receipt separately becomes a manual process for Larry to monitor and bill to CAS if it is a billable item. It would be appreciated if you would follow the steps below to get the FULL receipts uploaded properly. This will likely make things run smoother for both you and Carpe Diem.

If you need to upload a PDF expense receipt, **you need to do this through your laptop** (not your phone). Please follow the steps below:

- Go to **DASHBOARD**
- Select **MOBILE APPS**
- Select **EXPENSES**
- Tap to upload
- Select Document (PDF) and double click to add
- Select **NEXT STEP**
- Add amount if it did not automatically add the amount
- Select **NEXT STEP** (you may need to scroll down a bit to see **Next Step**)
- **NOTES** box will appear ~ add details into this box
- Select **SUBMIT**

If you need any further explanation about this, please feel free to connect with Kim Friesen or your Case Manager.

CHRONICLES

ON - CALL

In the event that the pager is not working properly, please refer to the schedule below for the on-call list and dial the on-call worker directly. Thank you!

Jan 26 – Feb 1	Maeghan Turner	226-388-4678
Feb 2 – 8	Darlene Woodley	437-448-8383
Feb 9 – 16	Karen DeSario	416-689-9282
Feb 17 – 22	Maeghan Turner	226-388-4678
Feb 23 – Mar 1	Darlene Woodley	437-448-8383

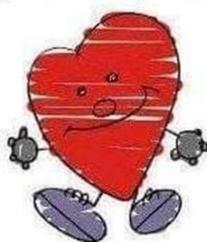
KEEP
CALM
I'm
ON
CALL

Kim's Korner...

Keeping with the theme of Case Manage, I would like to remind everyone to upload receipts for the current month including allowances (required by the last day of the month to reflect payment on the following month's pay). This is especially important if we need to bill items back to CAS as they will not reimburse Carpe Diem if too much time has passed. We would also request that you submit any drives to Karen in the current month as well as we cannot bill back drives to CAS months later. Thank you 😊



my children make
my heart smile



Happy Valentine's Day

