



Travel/Reimbursement Deadlines

Due Date	Your Action	Implications of missing the deadline	Whose deadline & policy is this?	Additional Info
The 5th of the month (e.g. March charges are due by April 5th)	<p>@Zl X tn xzVZblyl AWMZjuzynl M?Zlk U xyZk Zl { _nxk {nk ZZ. uZl yZl VhjnXNnZX z5x Vhk ujZ[Z tn xAWMZjuzynl M?Zlk U xyZk Zl { xZunx(' Zk Nj(n b _nxk y(abylyxZMkt _nx n xzFfZ, A'</p>	<p>*_{abylyl n(xZVZbZxUf {az XZMjZ ZS, Z WMI n(NMI(ZZ {aMf , Zjj UZ MjZ {n uxnVzyy tn xZunx(n {tk Z"</p>	<p>2 " " B MIVZ</p>	<p>'b MIVZ (ZMk ©*_ {azZ MZ Mf (XMyMf)bnl y dMk MZ San(ZS Vhl _ZxZl VZ xZ' by(xMf)nl SZ(VA_nxMf), abla alyl n(tZ(nW) xzXSvZMz MvWfZ) " uZl yZ ?Zunx(_nx{az xMfSb V Xb ' ' {az (xMf)nl Zl X XNfZyB {az xZunx(azZMzX M X Mf)bl {az b xZfX MfMfB ' (XMyMf)bnl zA(n {aMf)xZunx(_nx future submission, after the trip concludes"</p>
Within a month/30 days of submitting receipts and forms	<p>Z B' tn " Z{ Mf(yZk 1 n(bBMf)nl {aMfMyf tn xzZunx(byxZMkt _nx y Uk bybnl ¥ " _ynSyl Uk k fB" *_tn zZ 1 n(xZVZbZx {aMfU { tn zZ MjZMkt yZl { b' tn xzVZblyl _nxk nx tn fZ 1 n(bZx y{aMf tn Vhk ujZ[ZX tn xl nl V xZunx(S, Z-zZ', nxl b' nl xZfZ, b' M X uxnVzyy b' fB" tnnl _nxZk Mjy _nxk k ZZ. uZl yZl VhjnXNnZX nx tn x_b MIVZ Vhl (Mf" Otherwise, We may be waiting on information from you to complete your report (approved Travel Authorization, receipts, mileage info/address, etc). *_ {azZy l n n {y(MfXb' xZw) Zy(y _nxk yS n Mf)bnl byl ZZXZx nl 'tn xUMf"</p>			
Within 90 days of the travel end date for Travel Expenses / Within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement	<p>" jj Z. uZl yZyk y(UZ y Uk k{Zx within 90 days of the travel end date for Travel Expenses / within 90 days of the expense purchase date (the date the expense was incurred) for Personal Reimbursement" *_AWMZ) " uZl yZuzynl M?Zlk U xyZk Zl { VaMf Zyuzunx(MZ 1 n(y Uk k{Zx within 90 days of the travel end date/the expense purchase date"" n jn, {az b' y(x Vbnl yb {az MhZ Uh. " *_tn y(tj Xnl f XZy(MX, at tn xZunx(aMf f UZZI y Uk k{ZxSvZMz n { (nk ZZ. uZl yZl VhjnXNnZX nx tn x_b MIVZ Vhl (Mf".....</p>	<p>Jn ", tj xZVZbZ Mf M(n' n(bBMf)nl _nxk 1 nl V xZnl jt b fB by {xMfZ) VhK VaMf ZyB 1 nl V xB' " yn _Mf Mf USYUfP-S B aMf M l Z. unjBf {n Nbl ', fA {az ?@xZ' jMf)nl yS, abla b V XZy {az xZw bZk Zl { (n y Uk k{AWMZ) Z. uZl yZuzynl M?Zlk U xyZk Zl { Z. uZl yZyB 1 nl V x, fAab aOXMfyn {az {xMfZ) Zl X XNfZ f az Z. uZl yZ u xMfZ XNfZ" Mj xZ (nk Nj (nb {aby {tk Z)B Z, tj xZy j(b {az _jj Mf n {UZb' xZunx(ZX Mf taxable income to the employee"</p>	<p>?@....." (n (n {aby) b l _nx{az _jj b _n" a(fuyf) " *_fZx U jn _uyW Vhk k bMf)nl Z{bZMkt' U yB Zyy! Z. uZl yZ y Uy(Mf)bnl ' (Mf)k ujbMf)nl y' "</p>	<p>f by jB jT {aMf {azZ', n jXUZ u xMfZy Mf Zx {az {xMfZ) Zl X</p>