



Travel/Reimbursement Deadlines

Due Date	Your Action	Implications of missing the deadline	Whose deadline & policy is this?	Additional Info
<p>The 5th of the month (e.g. March charges are due by April 5th)</p>	<p>@Zl X tn  xzVZblyl AWMZjuzynl M?Zlk U  xyZk Zl { _nxk {n k ZZ. uZl yZl VhjnXNnZX  z5x Vhk ujZ(Z tn  xAWMZjuzynl M?Zlk U  xyZk Zl { xZunx( T Zk Nj(n b _nxk  y(aBylxZNXf _nx n  xzAZ, A'</p>	<p>*_{abylyl n( xZVZbZUf {az XZNMjB 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 (ZNR ©-_{azZ MZ Mf (XMyMf)nl y dMkMZSan(ZS Vnl _Zxl VZ xZ' by(xMf)nl SZ(VA_nxMf), abla alyl n( fZ( nW) xZXSvZMZ MvMfZ) " . uZl yZ ?Zunx( _nx{az (xMf) V  Xb ' ' {az (xMf) MfZl XXNMZyB {az xZunx( azNMZjMIX Mf)bl {az ' b XfZk  MfMfB ' (Mf)Mf)nl zA(n {aMf)xZunx( _nx future submission, after the trip concludes'</p>
<p>Within a month/30 days of submitting receipts and forms</p>	<p>Z B' tn  ^ Z{ Mf(yZk 1 n(bbMf)nl {aMf)Mf)tn  xZunx( byxZNXf _nx y  Uk bybtl ¥ " _ynSyl Uk k B' " _tn  -Zl n( xZVZbZUf {aMf)U  { tn  -Zl MjZNXf yZl { b' tn  xZVZblyl   _nxk nx tn  BZl n(bZEX  y(aMf)tn  Vhk ujZ(ZX tn  xl nl V  xZunx(S, Z-z', nx b' nl xZfZ, b' Mx uxnVZyB ' B' " tnml _nxZk Mjy _nxk k ZZ. uZl yZl VhjnXNnZX  nx tn  x_b MIVZ Vnl (Mf' " Otherwise, We may be waiting on information from you to complete your report (approved Travel Authorization, receipts, mileage info/address, etc). " _{azZ yf n n  {y(Mf)Xb ' xZw) Zy(y _nxk   yS  n Mf)nl byl ZZXZx nl 'tn  xUMf'</p>			
<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>	<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( MZl n( y  Uk k(ZX within 90 days of the travel end date/the expense purchase date"" n jn, {az ' b y(x V)nl yB {az Mf)Z Uh. " _tn  y(Bj Xnl f     XZy(MX, a' tn  xZunx( aMf f UZZI y  Uk k(ZXSzWb n  { (n k ZZ. uZl yZl VhjnXNnZX  nx tn  x_b MIVZ Vnl (Mf' .....</p>	<p>Jn  , Bj xZVZbZ Mf M(n' n(bbMf)nl _nxk 1 nl V  xZnl jt b B' by {xMfZ) VhK VaMf ZyB 1 nl V  xA' " yn _Mf   Mf USYUfP-Sf B aMf)M l Z. unjBf (n Nbl , B'a {az ?@x'   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, B'ab aD XMy n _{az {xMfZ) Zl X XNMZUf az Z. uZl yZ u  xlaMfZ XNMZ' " Mj) xZ (n k Nf (Mf {aby (tk Z)B Z, Bj 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(fuy)B . . " V  ZX  Uj n _uyW Vhk k     bMf)nl Z' bZNXf : U  yB Zyy! Z. uZl yZ y  Uy(Mf)nl (Mf)k ujbMf)nl y'</p>	<p>' by     jB jT {aMf {azZ , n  jXUZ u  xlaMfZy MfZx {az {xMfZ) Zl X'</p>