



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  xzVZbly  AVMZjuzynl M?Zlk U  xyZk Zl { _nxk {n k ZZ. uZl yZl VhjnXNnZX  z5x Vhk ujZ{Z tn  xAVMZjuzynl M?Zlk U  xyZk Zl { xZunx{ Zk Mj{n b _nxk  y{abylyxZMkt _nx n  xzAZ, A'</p>	<p>*_{abylyl n{ xZVZbZUf {az XZMjB ZS, Z WMI n{   MVM{ZZ {aM  , Zjj UZ MjZ {n uxnVZyy tn  xZunx{ n  {tk Z'</p>	<p>2. " B MIVZ</p>	<p>'b MIVZ {ZM ©*_ {azZ MZ Mf {XMyM{bnl yZMVMZSanZjS Vnl _ZzI VZ xZ' by{M{bnl SZ{VA_nxM{ba, abla alyl n{ tZ{ nW  xZXSvZMZ MVMZjZ' ". uZl yZ?Zunx{ _nx{az {baSb V  Xb ' ' {az {ba y{M{Zl X XNVMZyB {az xZunx{ azZMZX MVMZyB   {az' b XbZk  MVMZ' {MlyM{bnl zA{n {aM 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{ MjtyZk 1 n{bBM{bnl {aMlyMy tn  xZunx{ byxZMkt _nx y  Uk bybnl ¥ " _ynSy  Uk B' B' *_tn  zZl n{ xZVZbZUf {aM U  { tn  zZ MjZMkt yZl { b' tn  xZVZbly  _nxk nx tn  BZl n{ bZEX  y{aM  tn  Vhk ujZ{ZX tn  xl nl V  xZunx{S, Z-zZ', nxl b' nl xZfAZ, b' M X uxnVZyB' B' t' t' nni _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). *_ {azZy l n n  {y{MVMZ' xZw  Zy{y _nxk   yS  n MVMZ  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 B{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" *_ AVMZj' ". uZl yZuzynl M?Zlk U  xyZk Zl { VaMk Zyuzunx{ MZl n{ y  Uk B{ZX within 90 days of the travel end date/the expense purchase date"" n jn, {az' b' y{x  V{bnl yB {az MlyZ Uh. " *_tn  y{Bj Xnl f     XZy{MX, a' tn  xZunx{ aMj f UZZI y  Uk B{ZXszMba n  { (n k ZZ. uZl yZl VhjnXNnZX  nx tn  x_b MIVZ Vnl {Mf'.....</p>	<p>Jn  ", Bj xZVZbZ M M{ n{ bBM{bnl _nxk 1 nl V  xZnl j t b B' by {XVMZj VhK VaM Zyb 1 nl V  xZ' " yn _M  Mf USYUfPS B aMj M l Z. unjBt {n Nbl ', B'a {az' ?@z'   j M{bnl yS, abla b V  XZy {az' xZw  bz k Zl { (n y  Uk B' AVMZj Z. uZl yZuzynl M?Zlk U  xyZk Zl { Z. uZl yZyB 1 nl V  x, B'ab aD X Mly n. {az {XVMZj Zl X XNVMZ f az Z. uZl yZ u  xlaMjZ XNVMZ' Mj' xZ {n k M{ (nb {aby {tk ZjB Z, Bj xZy  j{ b {az _jj M n    {UZb' xZunx{ZX Mj taxable income to the employee'</p>	<p>?@.....' ( n {n {aby  b' l _nx{az _jj b _n' a{fuyB... " V  ZZ  U  jn _uyW  Vhk k     BVMZj Z' bZMkt' U  yB Zyy' Z. uZl yZ' y  Uy{M{bnl ' MVMZ' ujb M{bnl y'</p>	<p>' by     jB j t {aM {azZ', n  jXUZ u  xlaMjZy MVMZ {az {XVMZj Zl X</p>