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)	Lfxd ±z©¥ ¥fbfn¢¨¦ ð M¥Y®fvÙHf¥¦zxYv Kfnwa©¥¦fwfx¨ kz¥w ¨z wff°¢fx¦f ñbzvz¥YdzÎfd© åA¥ bzw¢vf¨f ±z©¥ M¥Y®fvÙHf¥¦zxYv Kfnwa©¥¦fwfx¨ ¥f¢z¥¨ ð fwYnv ¨z nxkz¥w ©¦ ¨mn¦ n¦ ¥fYd± kz¥ z©¥ ¥f®nf¯âÎ	ðk ¨mn¦ n¦ xz¨ ¥fbfn®fd a± ¨mf dfYdnxfÉ ¯f bYxxz¨ l©Y¥Yx¨ff ¨mY¨ ¯fÐw af Yavf ¨z ¢¥zbf¦¦ ±z©¥ ¥f¢z¥¨ zx ¨nwfÎ	> . 3nxYxbf	3nxYxbf ¨fYwÎ ðk ¨mf¥f Y¥f Yx± ¨¥Yx¦Yb¨nzx¦ åYv¥kY¥fÉ mz¨fvÉ bzxkf¥fxbf ¥fl¦¦¨¥Y¨nzxÉ f¨bä kz¥ Y ¨¥n¢ ¯mnbm mY¦ xz¨ ±f¨ zbb©¥¥fdÉ b¥fY¨f Y M¥Y®fv .°¢fx¦f Kf¢z¥¨ kz¥ ¨mf ¨¥n¢É nxbv©dnxl ¨mf ¨¥n¢ ¦¨Y¥¨Ùfxd dY¨f¦ nx ¨mf ¥f¢z¥¨ mfYdf¥€ Yxd Y¦¦nlx ¨mf nxdn®nd©Yv Ylnxl ¨¥Yx¦Yb¨nzxå¦å ¨z ¨mY¨ ¥f¢z¥¨ kz¥ future submission, after the trip concludesÎ
Within a month/30 days of submitting receipts and forms	.nd ±z© lf¨ Y ¦±¦¨fw xz¨nkbY¨nzx ¨mY¨ ¦Y±¦ ±z©¥ ¥f¢z¥¨ n¦ ¥fYd± kz¥ ¦©awn¦¦nzxÉ ðk ¦zÉ ¦©awn¨ n¨Î ðk ±z©®f xz¨ ¥fbfn®fd ¨mY¨ a©¨ ±z©®f Y¥fYd± ¦fx¨ nx ±z©¥ ¥fbfn¢¨¦ ð kz¥w z¥ ±z©®f xz¨nkfd ©¦ ¨mY¨ ±z© bzw¢vf¨fd ±z©¥ *zxb©¥ ¥f¢z¥¨É ¯fÐ¥f ¯z¥unxl zx ¥f®nf¯nxl Yxd ¢¥zbf¦¦nxl n¨Î =zzu kz¥ fwYn¦ k¥zw wff°¢fx¦f ñbzvz¥YdzÎfd© z¥ ±z©¥ knxYxbf bzx¨Yb¨Î Otherwise, We may be waiting on information from you to complete your report (approved Travel Authorization, receipts, mileage info/address, etc). ðk ¨mf¥fÐ¦ xz z©¨¦¨Yxdnxl ¥fn©f¦¨¦ k¥zw ©¦É xz Yb¨nzx n¦ xffdfd zx ±z©¥ ¢Y¥¨Î			
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	!w f°¢fx¦f¦ w©¦¨ af ¦©awn¨¨fd 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 ReimbursementÎ ðk M¥Y®fv .°¢fx¦fÙHf¥¦zxYv Kfnwa©¥¦fwfx¨ bmY¥l f¦Ù¥f¢z¥¨ Y¥f xz¨ ¦©awn¨¨fd within 90 days of the travel end date/the expense purchase dateÎÎÎÎ 3zwz¯ ¨mf nx¦¨¥©b¨nzx¦ nx ¨mf Yaz®f az°Î ðk ±z© ¦¨nw dzx¨ ©xdf¥¦¨Yxd ¯m± ±z©¥ ¥f¢z¥¨ mY¦x¨ affx ¦©awn¨¨fdÉ ¥fYbm z©¨ ¨z wff°¢fx¦f ñbzvz¥YdzÎfd© z¥ ±z©¥ knxYxbf bzx¨Yb¨Î	Vz© ¯nw ¥fbfn®f Yx Y©¨zÎxz¨nkbY¨nzx k¥zw *zxb©¥ åzxx± nk n¨ n¦ ¨¥Y®fv bY¥d bmY¥l f¦ nx *zxb©¥âÎ !¦ zk ;Yx©Y¥± ÂÉ ãÿãÂÉ *N mY¦ Y xf¯ ¢znb± ¨z Ynlx ¯n¨m ¨mf ðKL ¥fl©Y¨nzx¦É ¯mnbm nxbv©df¦ ¨mf ¥fn©n¥fwfx¨ ¨z ¦©awn¨ M¥Y®fv f°¢fx¦f¦ÙHf¥¦zxYv Kfnwa©¥¦fwfx¨ f°¢fx¦f¦ nx *zxb©¥ ¯n¨mx Ÿy dY±¦ zk ¨mf ¨¥Y®fv fxd dY¨fÙ¨mf f°¢fx¦f ¢©¥bmY¦f dY¨fÎ 3Yn©¥f ¨z wYnx¨Ynx ¨mn¦ ¨nwfnxf ¯nw ¥f¦©¨ nx ¨mf k©w Ywz©x¨ afnxl ¥f¢z¥¨fd Y¦ taxable income to the employeeÎ	ðKL 4z ¨z ¨mn¦ nxu kz¥ ¨mf k©w nxkzÎ m¨¨¢¦ÙÙ¯¯¯¯Ïb©Ïfd©UarzlU¢¦bÿ bzww©xnbY¨z¥ÙIf¨Ÿ¥fYd±Ÿa@¦nxf¦¦Ÿ f°¢fx¦fÿ¦©a¦¨Yx¨nY¨nzxÿ¨Y°ÿnw¢nbY¨nzx¦	ð¨n¦ ©xnufv± ¨mY¨ ¨mf¥f ¯z©vd af ¢©¥bmY¦f¦ YK¨f¥ ¨mf ¨¥Y®fv fxd