



Employee Expense Reimbursement Calendar Fiscal Year 2011

Introduction: The University of Massachusetts reimburses employees for expenses via their University paycheck. The following is a guideline on when employees should expect to receive their expense reimbursement based upon when they submitted completed reimbursement forms to Accounts Payable.

Important Details:

- * Paperwork must be received in Accounts Payable (Dugan Hall, Room 204) prior to the end of business on the date listed or it will need to be paid in the following payroll.
- * All paperwork must be signed by appropriate authorized officials
- * There must be sufficient budget available in the account being charged

Form submitted to Accounts Payable Office by the end of business on...	To get paid in YOUR PAYCHECK on...
6/30/2010	7/9/2010
7/14/2010	7/23/2010
7/28/2010	8/6/2010
8/11/2010	8/20/2010
8/25/2010	9/3/2010
9/8/2010	9/17/2010
9/22/2010	10/1/2010
10/6/2010	10/15/2010
10/20/2010	10/29/2010
11/3/2010	11/12/2010
11/17/2010	11/26/2010
12/1/2010	12/10/2010
12/15/2010	12/24/2010
12/29/2010	1/7/2011
1/12/2011	1/21/2011
1/26/2011	2/4/2011
2/9/2011	2/18/2011
2/23/2011	3/4/2011
3/9/2011	3/18/2011
3/23/2011	4/1/2011
4/6/2011	4/15/2011
4/20/2011	4/29/2011
5/4/2011	5/13/2011
5/18/2011	5/27/2011
6/1/2011	6/10/2011
6/15/2011	6/24/2011
6/29/2011	7/8/2011