



# Employee Expense Reimbursement Calendar

## Introduction:

Effective for all travel submitted after October 3, 2009 the University will be reimbursing 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...

Wednesday, October 07, 2009  
Wednesday, October 21, 2009  
Wednesday, November 04, 2009  
Wednesday, November 18, 2009  
Wednesday, December 02, 2009  
Wednesday, December 16, 2009  
Wednesday, December 30, 2009  
Wednesday, January 13, 2010  
Wednesday, January 27, 2010  
Wednesday, February 10, 2010  
Wednesday, February 24, 2010  
Wednesday, March 10, 2010  
Wednesday, March 24, 2010  
Wednesday, April 07, 2010  
Wednesday, April 21, 2010  
Wednesday, May 05, 2010  
Wednesday, May 19, 2010  
Wednesday, June 02, 2010  
Wednesday, June 16, 2010

### To get paid in YOUR PAYCHECK on...

Friday, October 16, 2009  
Friday, October 30, 2009  
Friday, November 13, 2009  
Friday, November 27, 2009  
Friday, December 11, 2009  
Friday, December 25, 2009  
Friday, January 08, 2010  
Friday, January 22, 2010  
Friday, February 05, 2010  
Friday, February 19, 2010  
Friday, March 05, 2010  
Friday, March 19, 2010  
Friday, April 02, 2010  
Friday, April 16, 2010  
Friday, April 30, 2010  
Friday, May 14, 2010  
Friday, May 28, 2010  
Friday, June 11, 2010  
Friday, June 25, 2010