



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 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{ Zk Mj{n b _nxk y{abylyxZMkt _nx n xzFAZ, A'</p>	<p>*_{abylyl n{ xZVZbZUf {az XZMjB ZS, Z WMI n{ MWMZ{ aM , Zjj UZ MjZ {n uxnVZyy tn xZunx{ n {tk Z'</p>	<p>2. " B MIVZ</p>	<p>'b MIVZ {ZMk @-_{azZ MZ Mf {XMyM{bnl y dMk MZSan{ZS Vnl _Zxl VZ xZ' by{M{bnl SZ{VA_nxM{ba, abla alyl n{ tZ{ nW xZXSvZMZ MvWfZ' ". uZl yZ ?Zunx{ _nx{az {baSb V Xb ' ' {az {ba y{M{Zl X XNfZyB {az xZunx{ azZMkX M X M yb {az ' b XfFk M{M{b ' {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{ M y{yZk 1 n{b bM{bnl {aM yMy tn xZunx{ byxZMkt _nx y Uk bybnl Y' ". ynSy Uk B{ B' ". _tn -Zl n{ xZVZbZUf {aM U { tn -Zl MjZMkt yZl { b _tn xZVZbly _nxk nx tn BZl n{ bZ X' y{aM{tn Vhk ujZ{Z X tn xl nl V xZunx{S, Z-z', nx b' nl xZFAZ, b' M X uxnVZyB ' B' " tnnl _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 y n n {y{M X b' xZw Zy{y _nxk yS n M{bnl 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>" j j Z. uZl yZy k y{UZ y Uk B{Z X 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 { VaMk Zyuzunx{ MZl n{ y Uk B{Z X within 90 days of the travel end date/the expense purchase date' ". njn, _{az' b y{x V{bnl yB {az Mh yZ Uh. ". _tn y{Bj Xnl f XZy{M X, a tn xZunx{ aM y f UZZl y Uk B{Z X S zM b n { (n k ZZ. uZl yZl VhjnXNnZX nx tn x_b MIVZ Vnl {Mf' ".....</p>	<p>Jn ", B j xZVZbZ M M{ n{ n{ b bM{bnl _nxk 1 nl V x_gnl j t b B{ by {X MZj VhK VaM Z yb 1 nl V x' " y n _M Mf U S Y U P S B a M y M l Z, unj b t {n N b l , B a {az ? @ x' j M{bnl y S, ab a b V X Z y {az xZw bZk Zl { (n y Uk B{ AWMZj Z. uZl yZuzynl M?Zlk U xyZk Zl { Z. uZl yZy b 1 nl V x, B a b a O X M y n _{az {X MZj Zl X X M Z U f a Z Z. uZl yZ u xlaM yZ X M Z' " M j xZ {n k M b {ba y{tk Zj b Z, B j xZy j{ b {az _ j j M n {UZb' xZunx{Z X M y taxable income to the employee'</p>	<p>?@' " " (n {n {aby b i _nx{az _ j j b _n' @ a f {u y B h _ _ " V Z X U j n _ u y W V h k k B M n x j Z { b Z M k t U y b Z y y ' Z. uZl yZ y U y {M {b M{bnl ' M{tk u j b M{bnl y' "</p>	<p>' by j b Z j t {aM {azZ', n j X U Z u xlaM yZ y M Z X {az {X MZj Zl X</p>