

2010-2011 EXPENSE PAY DATES

These are the cut-off dates for expense reports. Any expense report received after a cut-off date will automatically be processed for the next pay date. These dates are the second and fourth Friday of the month, unless otherwise stated. It is not necessary to submit an expense report for each period.

CUT OFF DATE	PAY DATE
<i>Expense report due to central office:</i>	<i>To be paid on:</i>
August 13	August 27
August 27	September 10
September 10	September 24
September 10 College Reimbursement	October 1
September 24	October 8
October 8	October 22
October 22	November 12
November 12	November 23
November 24	December 10
December 10	December 22
December 22	January 14
January 14	January 28
January 28	February 11
February 1 College Reimbursement	February 15
February 11	February 25
February 25	March 11
March 11	March 25
March 25	April 8
April 8	April 21
April 8 CLASSROOM BUDGET CLOSES	
April 21 ALL MILEAGE TO DATE DUE	May 13
May 13	May 27
May 27	June 10
June 10	June 24