

2011-2012 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 12	August 26
August 26	September 9
September 9	September 23
September 9 College Reimbursement	October 1
September 23	October 14
October 14	October 28
October 28	November 11
November 11	November 22
November 22	December 9
December 9	December 21
December 21	January 13
January 13	January 27
January 27	February 10
February 1 College Reimbursement	February 15
February 10	February 24
February 24	March 9
March 9	March 23
March 23	April 13
April 13	April 27
April 13 CLASS BUDGET CLOSES	
April 27 ALL MILEAGE TO DATE DUE	May 11
May 11	May 25
May 25	June 8
June 8	June 22