Corporate Card and Employee Travel and Reimbursement

Deadlines for FY2012/2013 Expenses

➤ Corporate Card

- Expensed in FY2012/2013 if transaction date is on or before Monday, June 24, 2013.

- Transactions not coded by the WORKS review deadline (5PM, Monday, July 8th) will be charged to 695600 (Damage & Losses). ET&R will send out notification.

➤ Employee Travel and Reimbursement

- Travel Expense Form, Miscellaneous Reimbursement Form, Experimental Subject Payment Form

- Transaction(s) that occur before July 1 are expensed in FY2012/2013 if: form and supporting documentation are submitted to ET&R by 5PM on Monday, July 1

- Travel and Miscellaneous expenses incurred in FY2012/2013, but forms received AFTER the July 1 cutoff will be expensed in FY2012/2013 based on the following:

  - July 2nd to July 8th - Expenses in excess of $999.99
  - July 9th to July 15th - Expenses in excess of $24,999.99