

2019

TRANSACTIONS POSTED IN CONCUR MUST BE PROCESSED AND APPROVED BY CYCLE END DATES LISTED BELOW:

Cycle Month	End Date
January	1/25/2019
February	2/25/2019
March	3/25/2019
April	4/25/2019
May	5/27/2019
June	6/25/2019
July	7/25/2019
August	8/26/2019
September	9/25/2019
October	10/25/2019
November	11/25/2019
December	12/27/2019

Expense Report Submission Frequency

Cardholders are required to upload receipt and allocate transactions within 5 days of the posting date. However, you do not need to create a new report for each transaction. Reports that you will create can include multiple expenses and we encourage grouping these expenses into a report at least once per month by that month's posting date.