



2024-2025 Mileage & Expense Reimbursement Check Run Calendar

(Reimbursement Forms are Due the 1st Friday of every month to your Supervisor)

MONTH	FORM DUE	CHECK RUN DATE
July 2024	8/2/2024	8/22/2024
August 2024	9/6/2024	9/19/2024
September 2024	10/4/2024	10/17/2024
October 2024	11/1/2024	11/21/2024
November 2024	12/6/2024	12/19/2024
December 2024	1/3/2025	1/16/2025
January 2025	2/7/2025	2/20/2025
February 2025	3/7/2025	3/20/2025
March 2025	4/4/2025	4/17/2025
April 2025	5/2/2025	5/15/2025
May 2025	6/6/2025	6/19/2025
June 2025	7/4/2025	7/17/2025