



**AP List of Planned
Payment Dates
2019-20**

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
April 2, 2019	April 11, 2019
April 16, 2019	April 25, 2019
April 30, 2019	May 9, 2019
May 14, 2019	May 23, 2019
May 28, 2019	June 6, 2019
June 11, 2019	June 20, 2019
June 25, 2019	July 4, 2019
July 9, 2019	July 18, 2019
July 23, 2019	August 1, 2019
August 6, 2019	August 15, 2019
August 20, 2019	August 29, 2019
September 3, 2019	September 12, 2019
September 17, 2019	September 26, 2019
October 1, 2019	October 10, 2019
October 15, 2019	October 24, 2019
October 29, 2019	November 7, 2019
November 12, 2019	November 21, 2019
November 26, 2019	December 5, 2019
December 10, 2019	December 19, 2019
December 20, 2019	January 2, 2020
January 7, 2020	January 16, 2020
January 21, 2020	January 30, 2020
February 4, 2020	February 13, 2020
February 18, 2020	February 27, 2020
March 3, 2020	March 12, 2020
March 17, 2020	March 26, 2020
March 31, 2020	April 9, 2020
April 14, 2020	April 23, 2020
April 28, 2020	May 7, 2020
May 12, 2020	May 21, 2020
May 26, 2020	June 4, 2020
June 9, 2020	June 18, 2020
June 23, 2020	July 2, 2020
July 7, 2020	July 16, 2020
July 21, 2020	July 30, 2020

These processing dates will be followed but could be changed, by the Finance Department, when necessary
 Any Expenses received without the following may be sent back to the sender to be corrected and resubmitted:

- Incomplete Employee Name, address or not signed by employee
- Missing Account Information
- Missing or Incorrect Approval
- No original "detailed" receipts or no receipts at all

If you are claiming the per diem meal amount then no receipt is required