



**AP List of Planned
Payment Dates
2022-23**

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
August 2, 2022	August 11, 2022
August 16, 2022	August 25, 2022
August 30, 2022	September 8, 2022
September 13, 2022	September 22, 2022
September 27, 2022	October 6, 2022
October 11, 2022	October 20, 2022
October 25, 2022	November 3, 2022
November 8, 2022	November 17, 2022
November 22, 2022	December 1, 2022
December 6, 2022	December 15, 2022
December 13, 2022	December 23, 2022
January 3, 2023	January 12, 2023
January 17, 2023	January 26, 2023
January 31, 2023	February 9, 2023
February 14, 2023	February 23, 2023
February 28, 2023	March 9, 2023
March 14, 2023	March 23, 2023
March 28, 2023	April 6, 2023
April 11, 2023	April 20, 2023
April 25, 2023	May 4, 2023
May 9, 2023	May 18, 2023
May 23, 2023	June 1, 2023
June 6, 2023	June 15, 2023
June 20, 2023	June 29, 2023
July 4, 2023	July 13, 2023
July 18, 2023	July 27, 2023
August 1, 2023	August 10, 2023
August 15, 2023	August 24, 2023
August 29, 2023	September 7, 2023
September 12, 2023	September 21, 2023

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