



**AP List of Planned
Payment Dates
2023-24**

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
August 1, 2023	August 10, 2023
August 15, 2023	August 24, 2023
August 29, 2023	September 7, 2023
September 12, 2023	September 21, 2023
September 26, 2023	October 5, 2023
October 10, 2023	October 19, 2023
October 24, 2023	November 2, 2023
November 7, 2023	November 16, 2023
November 21, 2023	November 30, 2023
December 5, 2023	December 14, 2023
December 12, 2023	December 22, 2023
January 2, 2024	January 11, 2024
January 16, 2024	January 25, 2024
January 30, 2024	February 8, 2024
February 13, 2024	February 22, 2024
February 27, 2024	March 7, 2024
March 12, 2024	March 21, 2024
March 26, 2024	April 4, 2024
April 9, 2024	April 18, 2024
April 23, 2024	May 2, 2024
May 7, 2024	May 16, 2024
May 21, 2024	May 30, 2024
June 4, 2024	June 13, 2024
June 18, 2024	June 27, 2024
July 2, 2024	July 11, 2024
July 16, 2024	July 25, 2024
July 30, 2024	August 8, 2024
August 13, 2024	August 22, 2024
August 27, 2024	September 5, 2024
September 10, 2024	September 19, 2024

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