



**AP List of Planned
Payment Dates
2025-26**

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
June 30, 2025	July 10, 2025
July 15, 2025	July 24, 2025
July 29, 2025	August 7, 2025
August 12, 2025	August 21, 2025
August 26, 2025	September 4, 2025
September 9, 2025	September 18, 2025
September 23, 2025	October 2, 2025
October 7, 2025	October 16, 2025
October 21, 2025	October 30, 2025
November 4, 2025	November 13, 2025
November 18, 2025	November 27, 2025
December 2, 2025	December 11, 2025
December 16, 2025	December 24, 2025
December 30, 2025	January 8, 2026
January 13, 2026	January 22, 2026
January 27, 2026	February 5, 2026
February 10, 2026	February 19, 2026
February 24, 2026	March 5, 2026
March 10, 2026	March 19, 2026
March 24, 2026	April 2, 2026
April 7, 2026	April 16, 2026
April 21, 2026	April 30, 2026
May 5, 2026	May 14, 2026
May 19, 2026	May 28, 2026
June 2, 2026	June 11, 2026
June 16, 2026	June 25, 2026
June 30, 2026	July 9, 2026
July 14, 2026	July 23, 2026
July 28, 2026	August 6, 2026
August 11, 2026	August 20, 2026

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