



AP List of Planned Payment Dates 2026-27

Date Expense Claims/Invoices must be received to the A/P Dept to be paid on the Payment date	Payment Date
August 24, 2026	September 3, 2026
September 8, 2026	September 17, 2026
September 22, 2026	October 1, 2026
October 6, 2026	October 15, 2026
October 20, 2026	October 29, 2026
November 3, 2026	November 12, 2026
November 17, 2026	November 26, 2026
December 1, 2026	December 10, 2026
December 15, 2026	December 24, 2026
December 29, 2026	January 7, 2027
January 12, 2027	January 21, 2027
January 26, 2027	February 4, 2027
February 9, 2027	February 18, 2027
February 23, 2027	March 4, 2027
March 9, 2027	March 18, 2027
March 23, 2027	April 1, 2027
April 6, 2027	April 15, 2027
April 20, 2027	April 29, 2027
May 4, 2027	May 13, 2027
May 18, 2027	May 27, 2027
June 1, 2027	June 10, 2027
June 15, 2027	June 24, 2027
June 29, 2027	July 8, 2027
July 13, 2027	July 22, 2027
July 27, 2027	August 5, 2027
August 10, 2027	August 19, 2027
August 24, 2027	September 2, 2027
September 7, 2027	September 16, 2027
September 21, 2027	September 30, 2027
October 5, 2027	October 14, 2027

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