

### **2022/23 Expense report Submission and Payment Dates**

<b>Month being claimed</b>	<b>Deadline for Submission</b>	<b>Payment Date</b>
April 2022	May 9, 2022	May 20, 2022
May 2022	June 7, 2022	June 17, 2022
June 2022	July 7, 2022	July 22, 2022
July 2022	August 8, 2022	August 19, 2022
August 2022	September 7, 2022	September 16, 2022
September 2022	October 7, 2022	October 21, 2022
October 2022	November 7, 2022	November 18, 2022
November 2022	December 7, 2022	December 16, 2022
December 2022	January 9, 2023	January 20, 2023
January 2023	February 7, 2023	February 17, 2023
February 2023	March 7, 2023	March 17, 2023
March 2023	April 7, 2023	April 21, 2023

#### Reminders:

Expense reports are to be submitted by the 7th of the month following the month in which the expense was incurred. Where the 7th falls on a weekend, expense forms are due the following Monday.

The Agency endeavours to have expense reports reimbursed as early as the 21st of the month but no later than the 25th of the month.

If an expense report is submitted past the deadline as set out above, it will be paid the following month. Expense reports submitted more than 3 months after the expense was incurred will not be accepted.

Expense reports for mileage only do not require Manager/Supervisor approval. Expense reports that include any non-mileage expense(s) (including meal allowances) must be approved by a Manager/Supervisor.

Separate expense reports are to be submitted for each month.

For employees working remotely, please be mindful when completing your expense report to use the shortest distance from either your home or your assigned agency office to the other location traveled to.

While there are provisions allowing for submission of expense reports past the monthly deadline, please note monthly processing of expense reports according to the deadlines set out above is preferable for process efficiency purposes. Efforts made to submit expense reports according to the established schedule are appreciated by your Finance team :)