



# FY2023-2024

## Employee Reimbursement Schedule

Please see the following schedule for reimbursement payment to employees for travel and incidental expenses. Approved reimbursement packages must have complete backup documentation and all required approvals and be received in the Finance Office by the date in the left column to be paid by the date in the right column. Reference DKCA Travel and Incidental Expenses Policy and Procedure for guidance regarding travel and incidental expenses. Please contact Finance should you have any further questions.

Reimbursement Schedule for July 1, 2023, to June 30, 2024

<b>Approved Reimbursement Package Received in Finance</b>	<b>EFT Release</b>
08/15/2023	09/01/2023
08/29/2023	09/15/2023
09/12/2023	09/29/2023
09/26/2023	10/13/2023
10/10/2023	10/27/2023
10/24/2023	11/10/2023
11/07/2023	11/24/2023
11/21/2023	12/08/2023
12/05/2023	12/22/2023
12/19/2023	01/05/2024
01/02/2024	01/19/2024
01/16/2024	02/02/2024
01/30/2024	02/16/2024
02/13/2024	03/01/2024
02/27/2024	03/15/2024
03/12/2024	03/29/2024
03/26/2024	04/12/2024
04/09/2024	04/26/2024
04/23/2024	05/10/2024
05/07/2024	05/24/2024
05/21/2024	06/07/2024
06/04/2024	06/21/2024
07/09/2024	07/26/2024