



FY2022-2023 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 received in the Finance Office by the date in the left column in order 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.

Approved Reimbursement Package Received in Finance	EFT Release
08/16/2022	09/02/2022
08/30/2022	09/16/2022
09/13/2022	09/30/2022
09/27/2022	10/14/2022
10/11/2022	10/28/2022
10/25/2022	11/10/2022
11/09/2022	11/25/2022
11/22/2022	12/09/2022
12/06/2022	12/23/2022
12/20/2022	01/06/2023
01/04/2023	01/20/2023
01/17/2023	02/03/2023
01/31/2023	02/17/2023
02/14/2023	03/03/2023
02/28/2023	03/17/2023
03/14/2023	03/31/2023
03/28/2023	04/14/2023
04/11/2023	04/28/2023
04/25/2023	05/12/2023
05/09/2023	05/26/2023
05/23/2023	06/09/2023
06/06/2023	06/23/2023
07/14/2023	07/28/2023