

## **FY24 2023/2024 EMPLOYEE BUSINESS EXPENSE DEADLINES**

**Business expense reimbursements must be fully completed, signed by the employee and supervisor, include cost center and have all appropriate original receipts, travel request approval documentation, conference agenda, and/or additional required documentation attached prior to submitting to Kari Beito, Human Resources Technician for processing.** Travel expenses policy, procedures, forms, and deadlines can be found via Northland's web page under [Menu/Faculty & Staff/Documents & Forms/Human Resources](#). Employee business expense reimbursements will be reimbursed according to the following schedule:

<u>Expense Form Due in HR Office</u>	<u>Pay Check Reimbursement Date</u>
07/10/2023	07/28/2023
07/24/2023	08/11/2023
08/07/2023	08/25/2023
08/21/2023	09/08/2023
09/04/2023	09/22/2023
09/18/2023	10/06/2023
10/02/2023	10/20/2023
10/16/2023	11/03/2023
10/30/2023	11/17/2023
11/13/2023	12/01/2023
11/27/2023	12/15/2023
12/11/2023	12/29/2023
12/25/2023	01/12/2024
01/08/2024	01/26/2024
01/22/2024	02/09/2024
02/05/2024	02/23/2024
02/19/2024	03/08/2024
03/04/2024	03/22/2024
03/18/2024	04/05/2024
04/01/2024	04/19/2024
04/15/2024	05/03/2024
04/29/2024	05/17/2024
05/13/2024	05/31/2024
05/27/2024	06/14/2024
06/04/2024	06/28/2024
06/24/2024***	07/12/2024

**\*\*\*Please note: Any employee business expense which includes travel and/or expenses incurred through June 30, 2024 (Fiscal Year 2024) must be submitted to Kari Beito no later than June 30, 2024. Fiscal year 2024 expenses submitted after this date **cannot** be reimbursed. Please plan accordingly and contact Kari Beito at (218) 683-8632 or [kari.beito@northlandcollege.edu](mailto:kari.beito@northlandcollege.edu) should you have any questions.**