**Cardholder Deadline**

The PCard transaction deadline is based on the posting date of the transactions. All transactions must be reconciled and the expense report submitted within 20 calendar days of the posting date. This date is provided to you for each transaction as shown below.

You will also receive an email each Monday listing the transactions which have not yet been submitted. This email contains the post date of the transaction in the Description column so you can quickly determine when it is due.

**Approver Deadline**

Once an expense report is submitted, the approver must approve within 10 calendar days. As an approver, you will receive a notification via email for each expense report that is submitted. You then have the option to approve from the email or you can log into Chrome River to approve.