

# Deadlines

## 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.

ACTION REQUIRED		Chrome River	
<b>Unused Firm Paid Items</b>			
The following firm-paid expense items are currently unsubmitted.			
<b>0-30 Days</b>			
Owner	Report	Description	Amount
[REDACTED]	Expenses on 08/08/2014 11:28 AM	(08/07/14)	220.40 USD
[REDACTED]	Expenses on 08/08/2014 11:28 AM	Fuel (08/07/14)	30.52 USD
[REDACTED]	Expenses on 08/08/2014 11:28 AM	Airfare (08/06/14)	324.18 USD
[REDACTED]	Expenses on 08/08/2014 10:11 AM	Hotel (07/29/14)	501.52 USD
[REDACTED]	Expenses not requiring a receipt	Hotel (07/29/14)	501.52 USD
[REDACTED]	Expenses not requiring a receipt	Airfare (07/25/14)	134.10 USD
[REDACTED]	Expenses on 08/14/2014 8:58 AM	Hotel (07/24/14)	161.00 USD
[REDACTED]	Expenses on 08/14/2014 8:58 AM	Hotel (07/24/14)	161.00 USD
[REDACTED]	Expenses not requiring a receipt	(07/23/14)	52.94 USD
<b>31-60 Days</b>			
Owner	Report	Description	Amount
[REDACTED]	Expenses on 08/14/2014 8:58 AM	Fuel (07/17/14)	18.75 USD

## 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.

ACTION REQUIRED		Chrome River	
<b>Expense Report for</b> Patrick Lisk			
<b>Report Name</b> Expenses on 09/09/2014 11:17 AM			
<b>Submit Date</b> 09/09/2014			
<b>Expense Dates</b> 07/24/2014 - 07/31/2014			
<b>Total Expenses</b> 2,008.25 USD			
<b>Business Purpose</b>			
<b>Account Summary</b>			
			Amount (USD)
100000CRSE	Office of the Provost	Office of the Provost-CRSE/13000-Course Fees - BG Campus/6000	1,368.75
100000CRSE	9013 Office of the Provost	Office of the Provost-CRSE/13000-Course Fees - BG Campus/6000	575.00
100000CRSE	9014 Office of the Provost	Office of the Provost-CRSE/13000-Course Fees - BG Campus/6000	64.50
	9999		
<b>Expense Summary</b>			
		Amount (USD)	
	Car Rental	64.50	
	Programming	1,943.75	
<b>Financial Summary</b>			
		Amount (USD)	
	Total Expense Report	2,008.25	
	Less Company Paid	2,008.25	
	Less Personal	0.00	
	Amount Due Employee	0.00	
<b>ACCEPT</b>		<b>RETURN</b>	
<a href="#">View Receipts</a>		Report ID: 0100-0644-8345	