



2023-2024 Expense Reimbursement Schedule

NOTICE: ALL EXPENSES REIMBURSEMENT REQUESTS MUST BE SUBMITTED ON A MONTHLY BASIS ONLY AND ARE NOT TO BE HELD UNTIL THE END OF THE SCHOOL YEAR!

Expense for the Month of:	Submit To Bookkeeper by 4:00	Payout Date
August	August 29, 2023	September 12, 2023
September	September 26, 2023	October 10, 2023
October	October 31, 2023	November 14, 2023
November	November 28, 2023	December 12, 2023
December	December 26, 2023	January 9, 2024
January	January 30, 2024	February 13, 2024
February	February 27, 2024	March 12, 2024
March	March 26, 2024	April 9, 2024
April	April 30, 2024	May 11, 2024
May	May 28, 2024	June 11, 2024

- ◆ To avoid delays in processing, use the **current** Mileage Reimbursement Request or Expense Reimbursement Request forms, which can be found on the SOWIC website.
- ◆ *Any requests submitted on outdated forms may be returned.*