



2024-2025 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 27, 2024	September 10, 2024
September	September 24, 2024	October 8, 2024
October	October 29, 2024	November 12, 2024
November	November 26, 2024	December 10, 2024
December	December 31, 2024	January 14, 2025
January	January 28, 2025	February 11, 2025
February	February 25, 2025	March 11, 2025
March	March 25, 2025	April 8, 2025
April	April 29, 2025	May 13, 2025
May	May 27, 2025	June 10, 2025

- ◆ 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- ◆ *Any requests submitted on outdated forms may be returned.*