

## **2011/2012 EMPLOYEE BUSINESS EXPENSE DEADLINES**

**Business expenses must be fully completed, signed by the employee and supervisor, include cost center and have all appropriate original receipts and/or documentation attached prior to submitting to the Payroll Office for processing.** Travel expense policy, procedures and forms can be found via Northland's web page under **Frequently Visited Pages>Employees>Forms>Human Resources** or by contacting the Human Resource/Payroll Office. Employee business expenses will be reimbursed according to the following schedule:

<b><u>Expense Form Due in Payroll Office</u></b>	<b><u>Pay Check Date</u></b>
August 9, 2011	August 26, 2011
August 23	September 9
September 6	September 23
September 20	October 7
October 4	October 21
October 18	November 4
November 1	November 18
November 15	December 2
November 29	December 16
December 13	December 30
December 27	January 13, 2012
January 10, 2012	January 27
January 24	February 10
February 7	February 24
February 21	March 9
March 6	March 23
March 20	April 6
April 3	April 20
April 17	May 4
May 1	May 18
May 15	June 1
May 29	June 15
June 12	June 29
June 26***	July 13
July 10	July 27
July 24, 2012	August 10, 2012

***\*\*\*Please note: Any employee business expense which includes travel and/or expenses incurred through June 30, 2012 (fiscal year 2012) must be submitted to the payroll office no later than Monday July 2, 2012. Fiscal year 2012 expenses submitted after this date cannot be reimbursed. Please plan accordingly and contact Tiffanie Bieganek in the TRF Payroll Office should you have any questions.***