

## FY25 2024/2025 EMPLOYEE BUSINESS EXPENSE DEADLINES

**Business expense reimbursements must be fully completed with all appropriate original receipts, travel request approval documentation, conference agenda, and/or additional required documentation attached prior to submitting to Workday for processing. *Be sure to allow enough time for HR & Supervisors to review, & approve in time for appropriate reimbursement dates.*** Business expense policy, procedures, forms, and deadlines can be found via Northland's web page under [Menu/Faculty & Staff/Documents & Forms/Human Resources](#). Employee business expense reimbursements will be reimbursed according to the following schedule:

<u>Expense Form Due in Workday</u>	-Reviewing between dates-	<u>Pay Check Reimbursement Date</u>
07/08/2024		07/26/2024
07/22/2024		08/09/2024
08/05/2024		08/23/2024
08/19/2024		09/06/2024
09/02/2024		09/20/2024
09/16/2024		10/04/2024
09/30/2024		10/18/2024
10/14/2024		11/01/2024
10/28/2024		11/15/2024
11/11/2024		11/27/2024
11/25/2024		12/13/2024
12/09/2024		12/27/2024
12/23/2024		01/10/2025
01/06/2025		01/24/2025
01/20/2025		02/07/2025
02/03/2025		02/21/2025
02/17/2025		03/07/2025
03/03/2025		03/21/2025
03/17/2025		04/04/2025
03/31/2025		04/18/2025
04/14/2025		05/02/2025
04/28/2025		05/16/2025
05/12/2025		05/30/2025
05/26/2025		06/13/2025
06/09/2025		06/27/2025
06/23/2025***		07/11/2025

**\*\*\*Please note: Any employee business expense which includes travel and/or expenses incurred through June 30, 2025 (Fiscal Year 2025) must be submitted to Workday no later than June 30, 2025. Fiscal year 2025 expenses submitted after this date **cannot** be reimbursed. Please plan accordingly and contact Kari Beito at (218) 683-8632 or [kari.beito@northlandcollege.edu](mailto:kari.beito@northlandcollege.edu) should you have any questions.**