



2025 - 2026 Mileage & Expense Reimbursement Check Run Calendar

Revised June 2025

(Reimbursement Forms are Due the 1st Friday of every month to your Supervisor)

MONTH	FORM DUE	CHECK RUN
July 2025	8/1/2025	8/11/2025
August 2025	9/5/2025	9/15/2025
September 2025	10/3/2025	10/13/2025
October 2025	11/7/2025	11/14/2025
November 2025	12/5/2025	12/15/2025
December 2025	1/2/2026	1/12/2026
January 2026	2/6/2026	2/13/2026
February 2026	3/6/2026	3/13/2026
March 2026	4/3/2026	4/13/2026
April 2026	5/1/2026	5/11/2026
May 2026	6/5/2026	6/15/2026
June 2026	7/3/2026	7/13/2026

Dates are subject to change upon the discretion of the Finance Department