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Superintendent of Schools
Dr. Brenda E. McCartney

To: All Staff
Date: March 25, 2025
FROM: Mrs. Robin Storey, Finance Coordinator
RE: FY 2025-26 Payment Schedule for Travel and Incidental Expenses

Please see the following schedule for reimbursement payment to employees for travel and incidental expenses. As documented in the DKCA Travel and Incidental Expenses [Policy](#) and [Procedure](#), approved reimbursement packages must have complete backup documentation and all required approvals and received in the Finance Office by the date in the left column to be paid by the date in the right column.

Reimbursement Schedule for July 1, 2025, to June 30, 2026

Approved Reimbursement Package Received in Finance	EFT Release
07/08/2025	07/25/2025
08/12/2025	08/29/2025
08/26/2025	09/12/2025
09/09/2025	09/26/2025
09/23/2025	10/10/2025
10/07/2025	10/24/2025
10/21/2025	11/07/2025
11/04/2025	11/21/2025
11/18/2025	12/05/2025
12/02/2025	12/19/2025
01/02/2026	01/16/2026
01/13/2026	01/30/2026
01/27/2026	02/13/2026
02/10/2026	02/27/2026
02/24/2026	03/13/2026
03/10/2026	03/27/2026
03/24/2026	04/10/2026
04/07/2026	04/24/2026
04/21/2026	05/08/2026
05/05/2026	05/22/2026
05/19/2026	06/05/2026
06/02/2026	06/18/2026
07/02/2026	07/10/2026
07/07/2026	07/24/2026

Please contact [Robin Storey](#) or [Teresa Muir](#) should you have any questions.