



FY2024-2025 Employee Reimbursement Schedule

Please see the following schedule for reimbursement payment to employees for travel and incidental expenses. 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. Reference DKCA Travel and incidental Expenses Policy and Procedure for guidance regarding travel and incidental expenses. Please contact Finance should you have any questions.

Reimbursement Schedule for July 1, 2024, to June 30, 2025

Approved Reimbursement Package Received in Finance	EFT Release
07/09/2024	07/26/2024
08/13/2024	08/30/2024
08/27/2024	09/13/2024
09/10/2024	09/27/2024
09/24/2024	10/11/2024
10/08/2024	10/25/2024
10/22/2024	11/08/2024
11/06/2024	11/22/2024
11/19/2024	12/06/2024
12/03/2024	12/20/2024
01/02/2025	01/17/2025
01/14/2025	01/31/2025
01/28/2025	02/14/2025
02/11/2025	02/28/2025
02/25/2025	03/14/2025
03/11/2025	03/28/2025
03/25/2025	04/11/2025
04/08/2025	04/25/2025
04/22/2025	05/09/2025
05/06/2025	05/23/2025
05/20/2025	06/06/2025
06/03/2025	06/20/2025
07/01/2025	07/11/2025
07/08/2025	07/25/2025