

MILEAGE REIMBURSEMENT DEADLINES OCTOBER 2009-AUGUST 2010

MONTHLY PAYROLL

BI-WEEKLY PAYROLL

MUST BE IN ACCOUNTING OFFICE BY THE FOLLOWING DATES:

November 5, 2009

November 10, 2009

November 24, 2009

December 4, 2009

December 8, 2009

December 22, 2009

January 5, 2010

January 4, 2010

January 15, 2010

February 5, 2010

February 1, 2010

February 12, 2010

March 5, 2010

March 1, 2010

March 15, 2010

March 30, 2010

April 5, 2010

April 12, 2010

April 26, 2010

May 5, 2010

May 10, 2010

May 25, 2010

June 4, 2010

June 7, 2010

June 21, 2010

July 7, 2010

July 7, 2010

*** FINAL MILEAGE FOR PERIOD ENDING JUNE 30, 2010 MUST BE SUBMITTED TO THE ACCOUNTING DEPARTMENT BY JULY 7, 2010.**