

COLLEGE CREDIT CARD PROGRAM

REPORTING DEADLINES – 2024

BILLING MONTH	BILLING DATE (LAST BUSINESS DAY OF THE MONTH)	WORKDAY CODING/APPROVAL DEADLINE (BY END OF DAY)
January	January 31, 2024	February 7, 2024
February	February 29, 2024	March 7, 2024
March	March 28, 2024	April 3, 2024 (year-end timelines)
April	April 30, 2024	May 7, 2024
May	May 31, 2024	June 7, 2024
June	June 28, 2024	July 8, 2024
July	July 31, 2024	August 8, 2024
August	August 30, 2024	September 9, 2024
September	September 30, 2024	October 7, 2024
October	October 31, 2024	November 7, 2024
November	November 29, 2024	December 6, 2024
December	December 31, 2024	January 8, 2025

The Workday guides for completing expense reports can be found here:

- <https://www.algonquincollege.com/workday/employee-userguides/>
- [Create Expense Report — PCard](#)