ALGONQUIN COLLEGE
Finance &
Administrative Services

COLLEGE CREDIT CARD PROGRAM
REPORTING DEADLINES – 2025

BILLING MONTH	BILLING DATE (LAST BUSINESS DAY OF THE MONTH)	WORKDAY CODING/APPROVAL DEADLINE (BY END OF DAY)
January	January 31, 2025	February 7, 2025
February	February 28, 2025	March 7, 2025
March	March 31, 2025	April 3, 2025 (year-end timelines)
April	April 30, 2025	May 7, 2025
May	May 30, 2025	June 6, 2025
June	June 30, 2025	July 8, 2025
July	July 31, 2025	August 8, 2025
August	August 29, 2025	September 8, 2025
September	September 30, 2025	October 7, 2025
October	October 31, 2025	November 7, 2025
November	November 28, 2025	December 5, 2025
December	December 31, 2025	January 8, 2026

The Workday guides for completing expense reports can be found here:
- https://www.algonquincollege.com/workday/employee-userguides/
- Create Expense Report — PCard

May 2025