

COLLEGE CREDIT CARD PROGRAM

REPORTING DEADLINES – 2026

BILLING MONTH	BILLING DATE (LAST BUSINESS DAY OF THE MONTH)	WORKDAY CODING/APPROVAL DEADLINE (BY END OF DAY)
January	January 30, 2026	February 6, 2026
February	February 27, 2026	March 6, 2026
March	March 31, 2026	April 6, 2026 (year-end timelines)
April	April 30, 2026	May 7, 2026
May	May 29, 2026	June 5, 2026
June	June 30, 2026	July 7, 2026
July	July 31, 2026	August 10, 2026
August	August 28, 2026	September 8, 2026
September	September 30, 2026	October 7, 2026
October	October 30, 2026	November 6, 2026
November	November 30, 2026	December 7, 2026
December	December 31, 2026	January 8, 2027

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

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