

2025 – 2026 P-Card Cycle Expense Report Approval Deadline

| Cycle Dates | Deadline to Submit Report in PeopleSoft |
|-------------------------|---|
| 09/28/2025 – 10/27/2025 | Friday, 11/7/2025 by 5:00 p.m. |
| 10/28/2025 – 11/27/2025 | Friday, 12/5/2025 by 5:00 p.m. |
| 11/28/2025 – 12/27/2025 | Friday, 01/9/2026 by 5:00 p.m. |
| 12/28/2025 – 01/27/2026 | Friday, 02/6/2026 by 5:00 p.m. |
| 01/28/2026 – 02/27/2026 | Friday, 03/6/2026 by 5:00 p.m. |
| 02/28/2026 – 03/27/2026 | Friday, 04/3/2026 by 5:00 p.m. |
| 03/28/2026 – 04/27/2026 | Friday, 05/1/2026 by 5:00 p.m. |
| 04/28/2026 – 05/27/2026 | Friday, 06/5/2026 by 5:00 p.m. |
| 05/28/2026 – 06/27/2026 | Friday, 07/3/2026 by 5:00 p.m. |
| 06/28/2026 – 07/27/2026 | Friday, 08/7/2026 by 5:00 p.m. |
| 07/28/2026 – 08/27/2026 | Friday, 09/4/2026 by 5:00 p.m. |
| 08/28/2026 – 09/27/2026 | Friday, 10/2/2026 by 5:00 p.m. |
| 09/28/2026 – 10/27/2026 | Friday, 11/6/2026 by 5:00 p.m. |
| 10/28/2026 – 11/27/2026 | Friday, 12/4/2026 by 5:00 p.m. |
| 11/28/2026 – 12/27/2026 | Friday, 01/8/2027 by 5:00 p.m. |
| 12/28/2026 – 01/27/2027 | Friday, 02/5/2027 by 5:00 p.m. |