

T-Card Reconciliation Sheet Due Dates FY 2020

Statement Month	Recon Sheet Completed By	TR-1 & Receipts due to Travel
July	July 22	August 20
August	August 22	September 20
September	September 23	October 21
October	October 22	November 20
November	November 22	December 20
December	December 18	January 21
January	January 22	February 20
February	February 21	March 20
March	March 23	April 20
April	April 22	May 20
May	May 22	June 15
June	June 19	June 30

Billing cycles close on the 15th or the first business day after the 15th if it falls on a weekend or holiday.

Statements may be accessed online the day after the cycle closes.