

## 2024 Reimbursement Dates:

Monday 1/8/2024	Monday 7/8/2024
Monday 1/22/2024	Monday 7/22/2024
Monday 2/5/2024	Monday 8/5/2024
Monday 2/19/2024	Monday 8/19/2024
Monday 3/4/2024	*Tuesday 9/3/2024
Monday 3/18/2024	Monday 9/16/2024
Monday 4/1/2024	Monday 9/30/2024
Monday 4/15/2024	Monday 10/14/2024
Monday 4/29/2024	Monday 10/28/2024
Monday 5/13/2024	*Tuesday 11/12/2024
*Tuesday 5/28/2024	Monday 11/25/2024
Monday 6/10/2024	Monday 12/9/2024
Monday 6/24/2024	*Monday 12/16/2024

- We can only guarantee reimbursements received with all supporting documentation within the reimbursement period will be processed. All reimbursements must be submitted by Sunday 11:59 pm (Monday 11:59 pm if processing date is a Tuesday, as indicated) in order to be processed in the same reimbursement period. Otherwise the reimbursement will be processed next processing period. **Note - for 2024 the last reimbursement processing date is 12/16/2024 due to the holiday schedule the following week. Reimbursements will still be paid out on the normal schedule, which would be on Friday 12/27/2024.**
- All reimbursements without supporting documentation or missing any information will be kicked back into draft for resubmission for the following reimbursement processing date. *See 2024 SD Handbook for further details about supporting documentation.*
- No staff reimbursements will be processed until the family/individual has reviewed and approved their submissions.
- **At the end of a budget year, reimbursements must be entered by the 15th of the month to guarantee it will come off of the current budget (i.e. if the budget resets 1/1, reimbursements must be received by**

12/15). Any reimbursements submitted after the 15th of the month could potentially come off of the new budget.