



CHROME RIVER Expense Report Cycles and Due Dates

Cycle Month – October

Report Due Date: 10/19/2022

Weeks:

- 1) Last name, First Name initial, Oct 2022, 09/04/2022–09/11/2022
- 2) Last name, First Name initial, Oct 2022, 09/12/2022–09/18/2022
- 3) Last name, First Name initial, Oct 2022, 09/19/2022–09/25/2022
- 4) Last name, First Name initial, Oct 2022, 09/26/2022–10/03/2022

Cycle Month – November

Report Due Date: 11/18/2022

Weeks:

- 1) Last name, First Name initial, Nov 2022, 10/04/2022–10/09/2022
- 2) Last name, First Name initial, Nov 2022, 10/10/2022–10/16/2022
- 3) Last name, First Name initial, Nov 2022, 10/17/2022–10/23/2022
- 4) Last name, First Name initial, Nov 2022, 10/24/2022–10/30/2022
- 5) Last name, First Name initial, Nov 2022, 10/31/2022–11/03/2022

Cycle Month – December

Report Due Date: 12/19/2022

Weeks:

- 1) Last name, First Name initial, Dec 2022, 11/04/2022 – 11/13/2022
- 2) Last name, First Name initial, Dec 2022, 11/14/2022 – 11/20/2022
- 3) Last name, First Name initial, Dec 2022, 11/21/2022 – 11/27/2022
- 4) Last name, First Name initial, Dec 2022, 11/28/2022 – 12/03/2022

Cycle Month – January

Report Due Date: 01/19/2023

Weeks:

- 1) Last name, First Name initial, Jan 2023, 12/04/2022–12/11/2022
- 2) Last name, First Name initial, Jan 2023, 12/12/2022–12/18/2022
- 3) Last name, First Name initial, Jan 2023, 12/19/2022–12/25/2022
- 4) Last name, First Name initial, Jan 2023, 12/26/2022–01/03/2023



Cycle Month – February

Report Due Date: 02/17/2023

Weeks:

- 1) Last name, First Name initial, Feb 2023, 01/04/2023 – 01/08/2023
- 2) Last name, First Name initial, Feb 2023, 01/09/2023 – 01/15/2023
- 3) Last name, First Name initial, Feb 2023, 01/16/2023 – 01/22/2023
- 4) Last name, First Name initial, Feb 2023, 01/23/2023 – 01/29/2023
- 5) Last name, First Name initial, Feb 2023, 01/30/2023 – 02/03/2023

Cycle Month – March

Report Due Date: 03/17/2023

Weeks:

- 1) Last name, First Name initial, Mar 2023, 02/04/2023 – 02/12/2023
- 2) Last name, First Name initial, Mar 2023, 02/13/2023 – 02/19/2023
- 3) Last name, First Name initial, Mar 2023, 02/20/2023 – 02/26/2023
- 4) Last name, First Name initial, Mar 2023, 02/27/2023 – 03/03/2023

Cycle Month – April

Report Due Date: 04/19/2023

Weeks:

- 1) Last name, First Name initial, April 2023, 03/04/2023 – 03/12/2023
- 2) Last name, First Name initial, April 2023, 03/13/2023 – 03/19/2023
- 3) Last name, First Name initial, April 2023, 03/20/2023 – 03/26/2023
- 4) Last name, First Name initial, April 2023, 03/27/2023 – 04/03/2023

Cycle Month – May

Report Due Date: 05/19/2023

Weeks:

- 1) Last name, First Name initial, May 2023, 04/04/2023 – 04/09/2023
- 2) Last name, First Name initial, May 2023, 04/10/2023 – 04/16/2023
- 3) Last name, First Name initial, May 2023, 04/17/2023 – 04/23/2023
- 4) Last name, First Name initial, May 2023, 04/24/2023 – 05/03/2023



Cycle Month – June

Report Due Date: 06/19/2023

Weeks:

- 1) Last name, First Name initial, June 2023, 05/04/2023–05/14/2023
- 2) Last name, First Name initial, June 2023, 05/15/2023–05/21/2023
- 3) Last name, First Name initial, June 2023, 05/22/2023–05/28/2023
- 4) Last name, First Name initial, June 2023, 05/29/2023–06/03/2023

Cycle Month – July

Report Due Date: 07/19/2023

Weeks:

- 1) Last name, First Name initial, July 2023, 06/04/2023 – 06/11/2023
- 2) Last name, First Name initial, July 2023, 06/12/2023 – 06/18/2023
- 3) Last name, First Name initial, July 2023, 06/19/2023 – 06/25/2023
- 4) Last name, First Name initial, July 2023, 06/26/2023 – 07/03/2023

Cycle Month – August

Report Due Date: 08/18/2023

Weeks:

- 1) Last name, First Name initial, Aug 2023, 07/04/2023 – 07/09/2023
- 2) Last name, First Name initial, Aug 2023, 07/10/2023 – 07/16/2023
- 3) Last name, First Name initial, Aug 2023, 07/17/2023 – 07/23/2023
- 4) Last name, First Name initial, Aug 2023, 07/24/2023 – 07/30/2023
- 5) Last name, First Name initial, Aug 2023, 07/31/2023 – 08/03/2023

Cycle Month – September

Report Due Date: 09/06/2023

Weeks:

- 1) Last name, First Name initial, Sept 2023, 08/04/2023 – 08/13/2023
- 2) Last name, First Name initial, Sept 2023, 08/14/2023 – 08/20/2023
- 3) Last name, First Name initial, Sept 2023, 08/21/2023 – 08/27/2023
- 4) Last name, First Name initial, Sept 2023, 08/28/2023 – 09/03/2023