



CHROME RIVER Expense Report Cycles and Due Dates

Cycle Month – October

Report Due Date: 10/19/2023

Weeks:

- 1) Last name, First Name initial, Oct 2023, 09/04/2023–09/10/2023
- 2) Last name, First Name initial, Oct 2023, 09/11/2023–09/17/2023
- 3) Last name, First Name initial, Oct 2023, 09/18/2023–09/24/2023
- 4) Last name, First Name initial, Oct 2023, 09/25/2023–10/03/2023

Cycle Month – November

Report Due Date: 11/17/2023

Weeks:

- 1) Last name, First Name initial, Nov 2023, 10/04/2023–10/08/2023
- 2) Last name, First Name initial, Nov 2023, 10/09/2023–10/15/2023
- 3) Last name, First Name initial, Nov 2023, 10/16/2023–10/22/2023
- 4) Last name, First Name initial, Nov 2023, 10/23/2023–10/29/2023
- 5) Last name, First Name initial, Nov 2023, 10/30/2023–11/03/2023

Cycle Month – December

Report Due Date: 12/19/2023

Weeks:

- 1) Last name, First Name initial, Dec 2023, 11/04/2023 – 11/12/2023
- 2) Last name, First Name initial, Dec 2023, 11/13/2023 – 11/19/2023
- 3) Last name, First Name initial, Dec 2023, 11/20/2023 – 11/26/2023
- 4) Last name, First Name initial, Dec 2023, 11/27/2023 – 12/03/2023

Cycle Month – January

Report Due Date: 01/19/2024

Weeks:

- 1) Last name, First Name initial, Jan 2024, 12/04/2023–12/10/2023
- 2) Last name, First Name initial, Jan 2024, 12/11/2023–12/17/2023
- 3) Last name, First Name initial, Jan 2024, 12/18/2023–12/24/2023
- 4) Last name, First Name initial, Jan 2024, 12/25/2023–01/03/2024



Cycle Month – February

Report Due Date: 02/19/2024

Weeks:

- 1) Last name, First Name initial, Feb 2024, 01/04/2024 – 01/07/2024
- 2) Last name, First Name initial, Feb 2024, 01/08/2024 – 01/14/2024
- 3) Last name, First Name initial, Feb 2024, 01/15/2024 – 01/21/2024
- 4) Last name, First Name initial, Feb 2024, 01/22/2024 – 01/28/2024
- 5) Last name, First Name initial, Feb 2024, 01/29/2024 – 02/03/2024

Cycle Month – March

Report Due Date: 03/19/2024

Weeks:

- 1) Last name, First Name initial, Mar 2024, 02/04/2024 – 02/11/2024
- 2) Last name, First Name initial, Mar 2024, 02/12/2024 – 02/18/2024
- 3) Last name, First Name initial, Mar 2024, 02/19/2024 – 02/25/2024
- 4) Last name, First Name initial, Mar 2024, 02/26/2024 – 03/03/2024

Cycle Month – April

Report Due Date: 04/19/2024

Weeks:

- 1) Last name, First Name initial, April 2024, 03/04/2024 – 03/10/2024
- 2) Last name, First Name initial, April 2024, 03/11/2024 – 03/17/2024
- 3) Last name, First Name initial, April 2024, 03/18/2024 – 03/24/2024
- 4) Last name, First Name initial, April 2024, 03/25/2024 – 04/03/2024

Cycle Month – May

Report Due Date: 05/17/2024

Weeks:

- 1) Last name, First Name initial, May 2024, 04/04/2024 – 04/07/2024
- 2) Last name, First Name initial, May 2024, 04/08/2024 – 04/14/2024
- 3) Last name, First Name initial, May 2024, 04/15/2024 – 04/21/2024
- 4) Last name, First Name initial, May 2024, 04/22/2024 – 04/28/2024
- 5) Last name, First Name initial, May 2024, 04/29/2024 – 05/03/2024



Cycle Month – June

Report Due Date: 06/19/2024

Weeks:

- 1) Last name, First Name initial, June 2024, 05/04/2024–05/12/2024
- 2) Last name, First Name initial, June 2024, 05/13/2024–05/19/2024
- 3) Last name, First Name initial, June 2024, 05/20/2024–05/26/2024
- 4) Last name, First Name initial, June 2024, 05/27/2024–06/03/2024

Cycle Month – July

Report Due Date: 07/19/2024

Weeks:

- 1) Last name, First Name initial, July 2024, 06/04/2024 – 06/09/2024
- 2) Last name, First Name initial, July 2024, 06/10/2024 – 06/16/2024
- 3) Last name, First Name initial, July 2024, 06/17/2024 – 06/23/2024
- 4) Last name, First Name initial, July 2024, 06/24/2024 – 07/03/2024

Cycle Month – August

Report Due Date: 08/19/2024

Weeks:

- 1) Last name, First Name initial, Aug 2024, 07/04/2024 – 07/07/2024
- 2) Last name, First Name initial, Aug 2024, 07/08/2024 – 07/14/2024
- 3) Last name, First Name initial, Aug 2024, 07/15/2024 – 07/21/2024
- 4) Last name, First Name initial, Aug 2024, 07/22/2024 – 07/28/2024
- 5) Last name, First Name initial, Aug 2024, 07/29/2024 – 08/03/2024

Cycle Month – September

Report Due Date: 09/06/2024

Weeks:

- 1) Last name, First Name initial, Sept 2024, 08/04/2024 – 08/11/2024
- 2) Last name, First Name initial, Sept 2024, 08/12/2024 – 08/18/2024
- 3) Last name, First Name initial, Sept 2024, 08/19/2024 – 08/25/2024
- 4) Last name, First Name initial, Sept 2024, 08/26/2024 – 09/03/2024