



## CHROME RIVER Expense Report Cycles and Due Dates

### Cycle Month – October

Report Due Date: 10/18/2024

#### Weeks:

- 1) Last name, First Name initial, Oct 2024, 09/04/2024–09/08/2024
- 2) Last name, First Name initial, Oct 2024, 09/09/2024–09/15/2024
- 3) Last name, First Name initial, Oct 2024, 09/16/2024–09/22/2024
- 4) Last name, First Name initial, Oct 2024, 09/23/2024–09/29/2024
- 5) Last name, First Name initial, Oct 2024, 09/30/2024–10/03/2024

### Cycle Month – November

Report Due Date: 11/19/2024

#### Weeks:

- 1) Last name, First Name initial, Nov 2024, 10/04/2024 – 10/06/2024
- 2) Last name, First Name initial, Nov 2024, 10/07/2024 – 10/13/2024
- 3) Last name, First Name initial, Nov 2024, 10/14/2024 – 10/20/2024
- 4) Last name, First Name initial, Nov 2024, 10/21/2024 – 10/27/2024
- 5) Last name, First Name initial, Nov 2024, 10/28/2024 – 11/03/2024

### Cycle Month – December

Report Due Date: 12/19/2024

#### Weeks:

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

### Cycle Month – January

Report Due Date: 01/17/2025

#### Weeks:

- 1) Last name, First Name initial, Jan 2025, 12/04/2024–12/08/2024
- 2) Last name, First Name initial, Jan 2025, 12/09/2024–12/15/2024
- 3) Last name, First Name initial, Jan 2025, 12/16/2024–12/22/2024
- 4) Last name, First Name initial, Jan 2025, 12/23/2024–12/29/2024
- 5) Last name, First Name initial, Jan 2025, 12/30/2024–01/03/2025



**Cycle Month – February**

**Report Due Date: 02/19/2025**

**Weeks:**

- 1) Last name, First Name initial, Feb 2025, 01/04/2025 – 01/12/2025
- 2) Last name, First Name initial, Feb 2025, 01/13/2025 – 01/19/2025
- 3) Last name, First Name initial, Feb 2025, 01/20/2025 – 01/26/2025
- 4) Last name, First Name initial, Feb 2025, 01/27/2025 – 02/03/2025

**Cycle Month – March**

**Report Due Date: 03/19/2025**

**Weeks:**

- 1) Last name, First Name initial, Mar 2025, 02/04/2025 – 02/09/2025
- 2) Last name, First Name initial, Mar 2025, 02/10/2025 – 02/16/2025
- 3) Last name, First Name initial, Mar 2025, 02/17/2025 – 02/23/2025
- 4) Last name, First Name initial, Mar 2025, 02/24/2025 – 03/03/2025

**Cycle Month – April**

**Report Due Date: 04/18/2025**

**Weeks:**

- 1) Last name, First Name initial, April 2025, 03/04/2025 – 03/09/2025
- 2) Last name, First Name initial, April 2025, 03/10/2025 – 03/16/2025
- 3) Last name, First Name initial, April 2025, 03/17/2025 – 03/23/2025
- 4) Last name, First Name initial, April 2025, 03/24/2025 – 03/30/2025
- 5) Last name, First Name initial, April 2025, 03/31/2025 – 04/03/2025

**Cycle Month – May**

**Report Due Date: 05/19/2025**

**Weeks:**

- 1) Last name, First Name initial, May 2025, 04/04/2025 – 04/13/2025
- 2) Last name, First Name initial, May 2025, 04/14/2025 – 04/20/2025
- 3) Last name, First Name initial, May 2025, 04/21/2025 – 04/27/2025
- 4) Last name, First Name initial, May 2025, 04/28/2025 – 05/03/2025



**Cycle Month – June**

**Report Due Date: 06/19/2025**

**Weeks:**

- 1) Last name, First Name initial, June 2025, 05/04/2025–05/11/2025
- 2) Last name, First Name initial, June 2025, 05/12/2025–05/18/2025
- 3) Last name, First Name initial, June 2025, 05/19/2025–05/25/2025
- 4) Last name, First Name initial, June 2025, 05/26/2025–06/03/2025

**Cycle Month – July**

**Report Due Date: 07/18/2025**

**Weeks:**

- 1) Last name, First Name initial, July 2025, 06/04/2025 – 06/08/2025
- 2) Last name, First Name initial, July 2025, 06/09/2025 – 06/15/2025
- 3) Last name, First Name initial, July 2025, 06/16/2025 – 06/22/2025
- 4) Last name, First Name initial, July 2025, 06/23/2025 – 06/29/2025
- 5) Last name, First Name initial, July 2025, 06/30/2025 – 07/03/2025

**Cycle Month – August**

**Report Due Date: 08/19/2025**

**Weeks:**

- 1) Last name, First Name initial, Aug 2025, 07/04/2025 – 07/06/2025
- 2) Last name, First Name initial, Aug 2025, 07/07/2025 – 07/13/2025
- 3) Last name, First Name initial, Aug 2025, 07/14/2025 – 07/20/2025
- 4) Last name, First Name initial, Aug 2025, 07/21/2025 – 07/27/2025
- 5) Last name, First Name initial, Aug 2025, 07/28/2025 – 08/03/2025

**Cycle Month – September**

**Report Due Date: 09/05/2025**

**Weeks:**

- 1) Last name, First Name initial, Sept 2025, 08/04/2025 – 08/10/2025
- 2) Last name, First Name initial, Sept 2025, 08/11/2025 – 08/17/2025
- 3) Last name, First Name initial, Sept 2025, 08/18/2025 – 08/24/2025
- 4) Last name, First Name initial, Sept 2025, 08/25/2025 – 08/31/2025
- 5) Last name, First Name initial, Sept 2025, 09/01/2025 – 09/03/2025