



CHROME RIVER Expense Report Cycles and Due Dates

Cycle Month – October

Report Due Date: 10/17/2025

Weeks:

- 1) Last name, First Name initial, Oct 2025, 09/04/2025–09/07/2025
- 2) Last name, First Name initial, Oct 2025, 09/08/2025–09/14/2025
- 3) Last name, First Name initial, Oct 2025, 09/15/2025–09/21/2025
- 4) Last name, First Name initial, Oct 2025, 09/22/2025–09/28/2025
- 5) Last name, First Name initial, Oct 2025, 09/29/2025–10/03/2025

Cycle Month – November

Report Due Date: 11/19/2025

Weeks:

- 1) Last name, First Name initial, Nov 2025, 10/04/2025 – 10/12/2025
- 2) Last name, First Name initial, Nov 2025, 10/13/2025 – 10/19/2025
- 3) Last name, First Name initial, Nov 2025, 10/20/2025 – 10/26/2025
- 4) Last name, First Name initial, Nov 2025, 10/27/2025 – 11/03/2025

Cycle Month – December

Report Due Date: 12/19/2025

Weeks:

- 1) Last name, First Name initial, Dec 2025, 11/04/2025 – 11/09/2025
- 2) Last name, First Name initial, Dec 2025, 11/10/2025 – 11/16/2025
- 3) Last name, First Name initial, Dec 2025, 11/17/2025 – 11/23/2025
- 4) Last name, First Name initial, Dec 2025, 11/24/2025 – 11/30/2025
- 5) Last name, First Name initial, Dec 2025, 12/01/2025 – 12/03/2025

Cycle Month – January

Report Due Date: 01/19/2026

Weeks:

- 1) Last name, First Name initial, Jan 2026, 12/04/2025 – 12/07/2025
- 2) Last name, First Name initial, Jan 2026, 12/08/2025 – 12/14/2025
- 3) Last name, First Name initial, Jan 2026, 12/15/2025 – 12/21/2025
- 4) Last name, First Name initial, Jan 2026, 12/22/2025 – 12/28/2025
- 5) Last name, First Name initial, Jan 2026, 12/29/2025 – 01/03/2026

Cycle Month – February**Report Due Date: 02/19/2026****Weeks:**

- 1) Last name, First Name initial, Feb 2026, 01/04/2026 – 01/11/2026
- 2) Last name, First Name initial, Feb 2026, 01/12/2026 – 01/18/2026
- 3) Last name, First Name initial, Feb 2026, 01/19/2026 – 01/25/2026
- 4) Last name, First Name initial, Feb 2026, 01/26/2026 – 02/03/2026

Cycle Month – March**Report Due Date: 03/19/2026****Weeks:**

- 1) Last name, First Name initial, Mar 2026, 02/04/2026 – 02/08/2026
- 2) Last name, First Name initial, Mar 2026, 02/09/2026 – 02/15/2026
- 3) Last name, First Name initial, Mar 2026, 02/16/2026 – 02/22/2026
- 4) Last name, First Name initial, Mar 2026, 02/23/2026 – 03/03/2026

Cycle Month – April**Report Due Date: 04/17/2026****Weeks:**

- 1) Last name, First Name initial, April 2026, 03/04/2026 – 03/08/2026
- 2) Last name, First Name initial, April 2026, 03/09/2026 – 03/15/2026
- 3) Last name, First Name initial, April 2026, 03/16/2026 – 03/22/2026
- 4) Last name, First Name initial, April 2026, 03/23/2026 – 03/29/2026
- 5) Last name, First Name initial, April 2026, 03/30/2026 – 04/03/2026

Cycle Month – May**Report Due Date: 05/19/2026****Weeks:**

- 1) Last name, First Name initial, May 2026, 04/04/2026 – 04/12/2026
- 2) Last name, First Name initial, May 2026, 04/13/2026 – 04/19/2026
- 3) Last name, First Name initial, May 2026, 04/20/2026 – 04/26/2026
- 4) Last name, First Name initial, May 2026, 04/27/2026 – 05/03/2026

Cycle Month – June**Report Due Date: 06/19/2026**

Weeks:

- 1) Last name, First Name initial, June 2026, 05/04/2026–05/10/2026
- 2) Last name, First Name initial, June 2026, 05/11/2026–05/17/2026
- 3) Last name, First Name initial, June 2026, 05/18/2026–05/24/2026
- 4) Last name, First Name initial, June 2026, 05/25/2026–06/03/2026

Cycle Month – July**Report Due Date: 07/17/2026**

Weeks:

- 1) Last name, First Name initial, July 2026, 06/04/2026 – 06/07/2026
- 2) Last name, First Name initial, July 2026, 06/08/2026 – 06/14/2026
- 3) Last name, First Name initial, July 2026, 06/15/2026 – 06/21/2026
- 4) Last name, First Name initial, July 2026, 06/22/2026 – 06/28/2026
- 5) Last name, First Name initial, July 2026, 06/29/2026 – 07/03/2026

Cycle Month – August**Report Due Date: 08/19/2026**

Weeks:

- 1) Last name, First Name initial, Aug 2026, 07/04/2026 – 07/12/2026
- 2) Last name, First Name initial, Aug 2026, 07/13/2026 – 07/19/2026
- 3) Last name, First Name initial, Aug 2026, 07/20/2026 – 07/26/2026
- 4) Last name, First Name initial, Aug 2026, 07/27/2026 – 08/03/2026

Cycle Month – September**Report Due Date: 09/08/2026**

Weeks:

- 1) Last name, First Name initial, Sept 2026, 08/04/2026 – 08/09/2026
- 2) Last name, First Name initial, Sept 2026, 08/10/2026 – 08/16/2026
- 3) Last name, First Name initial, Sept 2026, 08/17/2026 – 08/23/2026
- 4) Last name, First Name initial, Sept 2026, 08/24/2026 – 08/30/2026
- 5) Last name, First Name initial, Sept 2026, 08/31/2026 – 09/03/2026