



MEMORANDUM

TO: All Employees
FROM: Hope Walrad
DATE: January 25, 2022
SUBJECT: 2022 Expense Report Deadlines and Reminders

2022 EXPENSE REPORT DEADLINES

| | | |
|--------------------|-----|--------------------------|
| January Expenses | Due | February 3, 2022 |
| February Expenses | Due | March 3, 2022 |
| March Expenses | Due | April 5, 2022 |
| April Expenses | Due | May 4, 2022 |
| May Expenses | Due | June 3, 2022 |
| June Expenses | Due | July 6, 2022 |
| July Expenses | Due | August 3, 2022 |
| August Expenses | Due | September 6, 2022 |
| September Expenses | Due | October 5, 2022 |
| October Expenses | Due | November 3, 2022 |
| November Expenses | Due | December 5, 2022 |
| December Expenses | Due | January 9, 2023 |

In order to timely close monthly financials, the deadlines above are necessary. Thank you in advance for helping to accommodate the accounting month-end close.

If you miss the deadline to turn in expense reports, you will be reimbursed the next cycle.

EXPENSE REPORT REMINDERS

(See Expense Report Policy for full explanations, instructions, and requirements. This can be found on the NTS Intranet, ADP site, or in the annual email sent from me in January.)

- **Ensure “who, what, where, when, and why” has been answered for each of your expenses (meal/entertainment expenses MUST INCLUDE a list of the FULL NAMES of attendees). This goes in the “Description” column and is a requirement of the IRS for expense reimbursement.**
- Attach receipts for ALL items listed on your expense report.
- See Expense Report Policy for current mileage rates.

Please contact me with any questions: hwalrad@ntsdevco.com or 502-426-4800 ext 108.