

**ONE CARD NON-TRAVEL/P-CARD
BILLING CYCLE SCHEDULE**

Concur Report Name	Transaction Activity/Statement		Submit/Approved** <u>Deadline</u>
	<u>From Date</u>	<u>To Date</u>	
Sept 2025 #0000*	08/04/2025	08/31/2025	09/03/2025
Oct 2025 #0000*	09/01/2025	10/03/2025	10/15/2025
Nov 2025 #0000*	10/04/2025	11/03/2025	11/17/2025
Dec 2025 #0000*	11/04/2025	12/03/2025	12/15/2025
Jan 2026 #0000*	12/04/2025	01/03/2026	01/15/2026
Feb 2026 #0000*	01/04/2026	02/03/2026	02/16/2026
Mar 2026 #0000*	02/04/2026	03/03/2026	03/16/2026
Apr 2026 #0000*	03/04/2026	04/03/2026	04/15/2026
May 2026 #0000*	04/04/2026	05/03/2026	05/15/2026
Jun 2026 #0000*	05/04/2026	06/03/2026	06/15/2026
Jul 2026 #0000*	06/04/2026	07/03/2026	07/15/2026
Aug 2026 #0000*	07/04/2026	08/03/2026	08/10/2026
Sept 2026 #0000*	08/04/2026	08/31/2026	09/03/2026

**The university standard for naming the report is based on the Billing Cycle month and the last four of your individual card. Month Year #(last four numbers of card).*

***Only one approved Expense Report may be submitted per cardholder per month*



TEXAS A&M
UNIVERSITY
KINGSVILLE