

Schedule for Direct Deposits

If payment due date falls on... | Advance will be processed... | **Funds available to traveler....

Monday	Tuesday	Thursday
Tuesday	Thursday	Monday
Wednesday	Thursday	Monday
Thursday	Tuesday	Thursday
Friday	Tuesday	Thursday
Saturday	Tuesday	Thursday
Sunday	Tuesday	Thursday

Please note the following:

All documents must be fully approved and in Final status prior to payment due date listed. If documents are not final the processing will be delayed regardless of the payment due date.

All University, Federal and Bank Holidays can potentially delay processing by at least one processing period and in rare occurrences consecutive Holidays can delay payment by an additional processing period. It is recommended to anticipate this delay when any travel advance is submitted in close proximity to Holidays.

****After the advance is processed it typically requires three business days before funds are available in the traveler's bank account. Fund availability may differ depending on the traveler's banking institution.**