2026 P-Card Cycle Deadlines

Cycle Dates	Deadline to Submit Report in Concur
11/28/2025 – 12/27/2025	Friday, 1/9/2026 by 4:30 p.m.
12/28/2025 – 1/27/2026	Friday, 2/6/2026 by 4:30 p.m.
1/28/2026 – 2/27/2026	Friday, 3/6/2026 by 4:30 p.m.
2/28/2026 – 3/27/2026	Friday, 4/3/2026 by 4:30 p.m.
3/28/2026 – 4/27/2026	Friday, 5/8/2026 by 4:30 p.m.
4/28/2026 – 5/27/2026	Friday, 6/5/2026 by 4:30 p.m.
5/28/2026 – 6/27/2026	Friday, 7/3/2026 by 4:30 p.m.*
6/28/2026 – 7/27/2026	Friday, 8/7/2026 by 4:30 p.m.*
7/28/2026 – 8/27/2026	Friday, 9/4/2026 by 4:30 p.m.*
8/28/2026 – 9/27/2026	Friday, 10/9/2026 by 4:30 p.m.*
9/28/2026 – 10/27/2026	Friday, 11/6/2026 by 4:30 p.m.*
10/28/2026 – 11/27/2026	Friday, 12/4/2026 by 4:30 p.m.*
11/28/2026 – 12/27/2026	Friday, 1/8/2027 by 4:30 p.m.*

* Dates marked with an asterisk are subject to change based on Workday ERP Implementation.