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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel and Card Services: Year-End Due Dates
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Travel and Card Services: Year-End Due Dates

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Sent on Behalf of: CSUSM Travel Office and Card Services

Hello PCBO Community,

Please see our Year-End Due Dates below:

06/12/2026	All <u>Travel</u> Expense Reports to be paid in 25/26 must be in Travel Office's queue to avoid having to accrue.
06/25/2026	Final Card Reconciliation Training at 9:00 am . Link: https://csusm.zoom.us/j/87353362121
06/25/2026	All <u>Non-Travel</u> Expense Reports must be submitted by end of day.
06/26/2026- 06/30/2026	Universal cards will be SHUT OFF during these dates until July 1. Email cardservices@csusm.edu by 6/19/2026 to request an exception if you must use your card during this time.

Tips:

- If you have anticipated expenses before June 25, please try to frontload those now so they post and can be reconciled on time, rather than waiting until the last minute.
- Reconcile as you go to avoid having to complete everything on June 25.
- Accounting relies on cardholders to reconcile correctly and timely for a successful year-end.

Thank you for your support!

Thank you!

CSUSM Travel Office & Card Services

