


Expense Submission Deadlines

Each month's expenses must be submitted to Accounts Payable within 30 days of the end of said month.

Medicaid only allows ISS 90 days to receive, review, pay and bill for any claim.

In an effort to meet Medicaid standards, we will be holding to the 30-day deadline for expenses which means we cannot guarantee payment for anything received after the 30-day mark.

 Example: Expenses being submitted for July should be submitted no later than August 30th. (30 days after the end of July)

 Make sure to save your originals and confirmation emails! We recommend saving a copy of any forms, emails, and/or receipts submitted at least until you have received the reimbursement.

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