IRA main deadlines

Travel Applications - is only required if an advance is being requested
- Due 3 weeks prior to departure date

Travel Claims
- Due within 21 days of return date

Direct Pays
- Honorariums due within 3 weeks of service rendered to the University

P2P Requisition invoices
- Due within 21 days of submitted requisitions to avoid late charges on Net30 payments (PO number must be created first in order for us to process invoice) Invoice must contain PO number written on the top of the invoice.

TOE's (transfer of expenses)
- Due within 30 days of posted date on Datawarehouse