

SABSC

BUSINESS PROCESS DEADLINES

6+ Weeks Prior to Event	Travel Submissions
45 Business Days Prior to Event	Off-Campus Catering Submission
10 Business Days Prior to Event	On-Campus Catering Submission Shipping Purchase Requests
5 Business Days Prior to Event	Online Pickup Purchase Requests
2 Business Days Prior to Event	Papa Johns Pizza Submission
1 Business Day After Event	Off-Campus Catering Invoice Pizza Receipts & List of Attendees
10 Business Days <u>After</u> Event	Reimbursement Submission

SUBMIT YOUR PAPERWORK ON TIME!

- All required paperwork needs to be submitted within the deadline
- Missing submission deadlines means requests will be denied
- Email sabsc@umbc.edu for any inquiries or concerns