FOAP reallocations

- FOAP reallocations for the December cycle ending 12/02 must be processed in Citi by 1:00 PM CST, Tuesday, December 13th.

Expense Report

- The Expense Report for billing cycle December 2011 will be available starting today Tuesday, December 6th.

- For instructions to print your expense report, see the Citi Purchasing Card System User Guide Page 33.