

****Please enter information in the yellow boxes****

Original Transaction Date of Expense: "m/d/yyyy"

Day One of Cost Transfer:

"m/d/yyyy"

****PLEASE NOTE****

Day One of the Cost Transfer begins on the 2nd of the following month in which the charge was originally transacted.

(Example: for a charge posted 01/14/2014, 90-Days are counted from 02/2/2014)

Today's Date:

Date the Cost Transfer Reaches 90 Days

Current Day of Cost Transfer