fello. SELF-DIRECTED SERVICES

2025 Accounts Payable Calendar

Direct: 1.866.252.6871 | Fax: 1.888.272.2236
Vendor Payment Request Submittal: SDSVendor@fello.org
Mileage Reimbursement Submittal: SDSMileage@fello.org
Open a Customer Service Ticket: felloselfdirection.zendesk.com

Weekly Vendor Payment Request Forms & Invoices*

DUE DATE 5PM	CHECK DATE	NOTES
12/26/2024	01/06/2025	
01/02/2025	01/13/2025	
01/09/2025	01/17/2025	Early check date-MLK 1/20/25
01/16/2025	01/27/2025	
01/23/2025	02/03/2025	
01/30/2025	02/10/2025	
02/6/2025	02/14/2025	Early check date- President's Day 2/17/25
02/13/2025	02/24/2025	
02/20/2025	03/03/2025	
02/27/2025	03/10/2025	
03/06/2025	03/17/2025	
03/13/2025	03/24/2025	
03/20/2025	03/31/2025	
03/27/2025	04/07/2025	
04/03/2025	04/14/2025	
04/10/2025	04/21/2025	
04/17/2025	04/28/2025	
04/24/2025	05/05/2025	
05/01/2025	05/12/2025	
05/08/2025	05/19/2025	
05/15/2025	05/23/2025	Early check date- Memorial Day 5/26/25
05/22/2025	06/02/2025	
05/29/2025	06/09/2025	
06/05/2025	06/16/2025	
06/12/2025	06/23/2025	
06/19/2025	06/30/2025	
06/26/2025	07/07/2025	
07/03/2025	07/14/2025	
07/10/2025	07/21/2025	
07/17/2025	07/28/2025	
07/24/2025	08/04/2025	
07/31/2025	08/11/2025	
08/07/2025	08/18/2025	
08/14/2025	08/25/2025	
08/21/2025	08/29/2025	Early check date – Labor Day 9/1/25
08/28/2025	09/08/2025	
09/4/2025	09/15/2025	
09/11/2025	09/22/2025	
09/18/2025	09/29/2025	
09/25/2025	10/06/2025	
10/02/2025	10/10/2025	Early check date – Indigenous People's Day 10/13/25
10/09/2025	10/20/2025	
10/16/2025	10/27/2025	
10/23/2025	11/03/2025	
10/30/2025	11/10/2025	
11/06/2025	11/17/2025	
11/13/2025	11/24/2025	
11/20/2025	12/01/2025	
11/27/2025	12/08/2025	
12/04/2025	12/15/2025	
12/11/2025	12/22/2025	
12/18/2025	12/29/2025	
12/24/2025	01/05/2026	Early due Date- Christmas Day 12/25/25

Monthly Mileage Reimbursement*

(Mileage is processed one time per month after the end of each month.)

SERVICE MONTH	DUE DATE 5PM	CHECK DATE
Dec. 2024	1/10/2025	1/27/2025
Jan. 2025	2/10/2025	2/24/2025
Feb 2025	3/10/2025	3/31/2025
Mar 2025	4/10/2025	4/28/2025
Apr 2025	5/12/2025	5/23/2025
May 2025	6/11/2025	6/30/2025
Jun 2025	7/11/2025	7/28/2025
July 2025	8/11/2025	8/25/2025
Aug 2025	9/11/2025	9/29/2025
Sept 2025	10/10/2025	10/27/2025
Oct 2025	11/10/2025	11/24/2025
Nov 2025	12/11/2025	12/29/2025

*** Fello reserves the right to modify processing calendars in the event of a change in contractual or regulatory requirements. Thank you for your understanding.**

ACCOUNTS PAYABLE PROCESSING TIMELINE & PAYMENT INFORMATION

The Accounts Payable team processes vendor payments weekly and mileage reimbursements monthly through Bill.com, a vendor payment software system. All vendor payment request forms received by Thursday 5PM are processed for payment by the end of the following week. All mileage reimbursement requests received by the monthly due date will be processed by the check date indicated.

All payments are, by default, provided via live check delivered by USPS. To request direct deposit, please open a customer service ticket to request an invite to create your own direct deposit profile.

IMPORTANT: Vendor payments and mileage reimbursements are processed in accordance with the Accounts Payable calendar. Requests for payment received after the deadline will be processed the following check date.

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