**Upcoming Changes Effective April 1, 2020**

**Travel & Expense Claims**: Expense must be submitted electronically, and all receipts and supporting documentation must be attached on-line. If they are not attached or unreadable, we will return the claim. [links for Travel Expense Receipting Process and Expense Claims – Employee Travel documents]. Please note that you are strongly encouraged to use P-cards (corporate credit cards), SupplyNet, HAPs, TAPs, and travel cards whenever possible.

**Invoices**: Invoices submitted by UAlberta staff (with @ualberta.ca emails) to either the Customer Service email or to the SupplyNet Invoice Dropbox, will be returned without processing.

**Low Dollar Purchases** (LDPs): LDP’s will not be processed. Options include SupplyNet, P- cards, petty cash (small dollar expenses, e.g. parking), and competitive bid for purchases over $75k. There is a list of “Direct Pay” vendors on the SMS website. Nothing other than that which is listed will be processed as an LDP.

**Distribution (Mail) Service**: Distribution Service is changing their delivery model. Campus and Canada Post mail delivery, freight delivery and metered mail, outbound shipments and campus mail pickup will be delivered and picked up every second day (week 1: Monday, Wednesday and Friday service, week 2: Tuesday and Thursday service; repeats every two weeks). Schedule will be adjusted for statutory holiday closures. Perishable shipments including dry ice and time sensitive will be completed daily.

Regular cost recovery services will remain unchanged and can still be scheduled through the dispatch office at 780-492-4122. This includes campus courier services, moving services, liquid nitrogen delivery, and any services required beyond the regular delivery model outlined above. The delivery model change will be monitored closely by Distribution Services and adjusted as required. Delivery personnel will provide you with direct notification relating to your actual change in service and Distribution Services will provide a schedule for all buildings on the SMS website in March; implementation will be completed by April 1.