Please note the following deadlines for expenses you want processed in this current fiscal year ending March 31, 2020:

* Wed Feb 26: **Airfare bookings** made using a TAP on or before Feb 26 will be charged before March 31. New tickets or changes to existing tickets will be charged in the 2021 fiscal year. HAPs are processed after the guest has checked out regardless of the fiscal year.
* Thurs March 12: **Corporate credit card** purchases must be made by this date.
* Thurs March 19:
* **Wire transfer** requests: non-employee claimants OUTSIDE of Canada or the USA who will be paid by wire transfer must give their claims to your FA by this date.
* **Expense claims**. Electronic claims with all receipts and supporting documentation must be submitted by this date so they can be reviewed for approval by Tues Mar 31.
* **Transfers**, including salary & benefits, in-house charges such as Stores, and off-campus vendor invoices. Please provide instructions to your FA by this date.
* Tues March 24: **Entry and approval of on-line timesheet** entries for **monthly** payroll March 1-31.
* Thurs March 26: **Non-employee expense claims** that will be paid by a regular cheque, i.e. claimants in Canada or the USA, must be given to your FA by this date.
* Tues March 31: **Entry and approval of on-line timesheet** entries for **semi-monthly** payroll March 16-31.
* Mon April 6:
* **Paper invoices**. Note that invoices must have a March 31 invoice date or earlier for payment in the current fiscal year.
* **SupplyNet invoices**. The invoice status must be "Approved" by this date in the system, and the actual invoice must be dated March 31or prior for payment in the current fiscal year.

If you have grants that are ending on March 31 and you are eligible for, or want, an extension, please contact your Research Facilitator ASAP.

Cash advances for travel in the 2020 fiscal year will not be approved until April 14.

Please email your FA if you have any questions.