

**Subject: IMPORTANT: Expense Claims 2023-2024****Expense Reports**

- Ensure all Expense Reports are submitted in PeopleSoft by **4:30 pm Thursday, March 21, 2024.**
- All Expense Reports and Payment Request Forms must be approved in PeopleSoft by all Reviewers by **noon Wednesday, March 27, 2024.**
- Project and Department budget owners must review their work list and approve all Expense Reports and Payment Request Forms in PeopleSoft by **4:30 pm Thursday March 28, 2024.**

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

**UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries.** Visit [ucalgary.ca/uservice](https://ucalgary.ca/uservice), call 403-210-9300 or use one of the following email addresses:

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- [finance@ucalgary.ca](mailto:finance@ucalgary.ca) (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- [hr@ucalgary.ca](mailto:hr@ucalgary.ca)
- [RMSHelp@ucalgary.ca](mailto:RMSHelp@ucalgary.ca)
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*Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2023/2024 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.*