

# MEMO

**DATE:** March 30, 2021  
**TO:** All Employees  
**FROM:** James Pede, Manager, Operational Accounting  
**SUBJECT:** Year-end Deadline for Claiming Expenses

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Employee-paid expenses with management approval for reimbursement must be submitted in Workday as Expense Reports. In order to capture the expenses in the correct fiscal year, any expenses incurred between April 1, 2020 and March 31, 2021 must be reimbursed in same fiscal year. To ensure your 2020-21 expenses are allocated to the current year, when preparing your expense report, please ensure the expense report date you select is March 31, 2021 or earlier. If you select an expense report date later than March 31<sup>st</sup>, the expenses will be recorded in the fiscal year results for 2021-22.

You are encouraged to submit your expense report in Workday immediately because the expense reports must be fully approved in Workday by the cost centre manager by April 8, 2021 and the approval process can take several days.

You may only claim for services or items that you have actually received as of March 31, 2021.

The fully approved Expense Report deadline of April 8<sup>th</sup> also applies to expenses related to COVID-19. Should you have COVID-19 expenses for reimbursement, please submit these on a separate expense report, with a copy of your manager's email approval as an attachment to the Workday Expense Report. A statement confirming receipt of the items or services being claimed should be added in the Memo field in Workday. Please refer to the [April 22, 2020 memo](#) from Grant Perry, Chief Financial Officer, for questions relating to claim limits.

If completing an expense report is something new or is an infrequent activity for you, please follow the Workday Expense Report User Guide found [here](#). The User Guide is most helpful, especially for claiming HST correctly.

Thank you for your immediate attention.