

**Subject: IMPORTANT: Expense Claims 2024-2025****Expense Reports**

- Ensure all Expense Reports are submitted in PeopleSoft by **4:30pm Thursday March 20, 2025**.
- All Expense Reports and Payment Request Forms must be approved in PeopleSoft by all Reviewers by **noon Friday March 28, 2025**.
- 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 Monday March 31, 2025**.

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

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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)
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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 2024/2025 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.*