1. **Will I continue to get paid as an employee?**
   Financial Services will process payroll as directed. At this present time (March 23, 2020), Payroll Services is continuing to process payroll based on normal operating procedure. For further details consult the FAQ that is posted on the University’s website at: [http://umanitoba.ca/coronavirus](http://umanitoba.ca/coronavirus)

2. **Will suppliers be paid?**
   Financial Services plans to pay suppliers as long as invoices can be received through the mail or electronically in EPIC.

   During this time, the University is temporarily accepting electronic submission of invoices to: [SPSInvoices@umanitoba.ca](mailto:SPSInvoices@umanitoba.ca)
   
   - This email is for Invoice submission only.
   - Please only send an Invoice to this email address one time.
   - If you have emailed the electronic invoice to this inbox then please Do Not send a paper copy of the same invoice to SPS.
   - This is a no-reply Inbox.
   - Please direct any inquiries regarding invoice processing or payment to the respective Account Assistant listed below based on the first letter of the company name.

<table>
<thead>
<tr>
<th>First Letter of Company</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – D</td>
<td><a href="mailto:Anita.Gomez@umanitoba.ca">Anita.Gomez@umanitoba.ca</a></td>
</tr>
<tr>
<td>E – K</td>
<td><a href="mailto:Jun.Lee@umanitoba.ca">Jun.Lee@umanitoba.ca</a></td>
</tr>
<tr>
<td>L – R</td>
<td>Mylè<a href="mailto:ne.David@umanitoba.ca">ne.David@umanitoba.ca</a></td>
</tr>
<tr>
<td>S - Z</td>
<td><a href="mailto:Mercedes.Florendo@umanitoba.ca">Mercedes.Florendo@umanitoba.ca</a></td>
</tr>
</tbody>
</table>

3. **Can I submit a cheque requisition?**
   Yes, please continue to follow normal protocol and send requests to:
   
   - Operating payments to Financial Analysis and Reporting to [FAR@umanitoba.ca](mailto:FAR@umanitoba.ca)
   - Research to Research and Special Fund Accounting to [Casey.Gooch@umanitoba.ca](mailto:Casey.Gooch@umanitoba.ca)
4. **Can purchases still be made?**
   - You are encouraged to limit purchase orders to essential items that are required immediately and where individuals will be available in the office to accept the shipment.
   - Orders for general supplies that are not required immediately should be postponed until a return to campus is imminent.
   - The University will be subject to what our vendors do so if they shut down you will not get your order. It is recommended that you speak with the Supplier prior to placing any orders to confirm delivery is available while offices at the University are closed.
   - Central Stores at Fort Garry Campus and Shipping/Receiving at Bannatyne Campus remain open.
   - If you are waiting for an urgent shipment that you believe has already been delivered to one of our campuses, you may contact the appropriate Shipping and Receiving area:
     - Bannatyne Campus  Purchasing Services  789-3961 or email purchasing@umanitoba.ca
     - Fort Garry Campus  Physical Plant  To make alternative arrangements for pickups or deliveries to departments, contact the Customer Service Desk at 204-474-6281 or visit Maintenance Request system.

5. **Do we lose research dollars if we don’t “spend” them by March 31, 2020, final year end processes?**
   - Please refer to the latest news from Tri Agency. No official extension has been granted at this time (March 23, 2020)

6. **Will Sierra Courier be doing pick up and deliveries?**
   - Sierra Courier has been contacted and is operational. Be advised for inbound and outbound shipments:
     a. **Inbound**
        i. Fort Garry Campus- Will be directed to Physical Plant Central Stores and then distributed within the Fort Gary Campus.
        ii. Bannatyne Campus- Will be directed to BMSB (Basic Medical Sciences Building) and distributed within the Bannatyne Campus.
     b. **Outbound** select one of three shipping options:
        i. Sierra E-Trac online system
        ii. Email to service@sierracourier.com
        iii. Phone (204) 632-8920
7. Can we still make deposits?
   - Yes, cheque deposits should be forwarded by inter-office mail to the Cashiers Office (138 University Center) or to 315 Administration Building. We will email a receipt once your deposit is processed.
   - Whenever possible encourage cheque, debit or credit payment forms rather than accepting cash if receiving payments from your clients/customers. Please do not send cash in intercompany mail.
   - If you have a large amount of unsecured cash contact Vanessa.Ryplanski@umanitoba.ca to discuss options.

8. Can we still request new funds and orgs?
   - Yes, please continue to submit these requests to far@umanitoba.ca.

9. Can I still book travel?
   - Yes, you can continue to book travel through CWT and Concur at this time (March 23, 2020). However, we urge you to consider the destination, timing of your trip and likelihood of it occurring in consideration of current circumstances. If booking airfare, we recommend that you book an airfare type that is refundable.

10. Can I still submit an expense claim and get paid for it?
    - Yes, please continue to submit expense claims through Concur. Paper claims can be submitted as well, but may result in processing delays if submitted through the mail. An option is to submit paper claims by scanning claim documentation and emailing to travinfo@umanitoba.ca.

11. How do I cancel my travel arrangements?
    - Flights booked with CWT (this includes flights booked using Concur), please contact CWT by phone at 1-866-855-9850 or by email to UOFMYWG.ca@contactcwt.com.
    - Flights booked using a University issued Travel Credit Card, please contact the airline carrier directly.
    - Any accommodation, conference registration, or other arrangement should be cancelled directly with the vendor.

    Please Note:
    - The reimbursement of non-refundable travel fees from operating and agency funds is acceptable considering the impacts of COVID-19.
    - Every effort should be made to receive refunds rather than credit.
12. **How do I return funds to U of M for expenses that I have been paid for after receiving a partial or full reimbursement for cancelling?**

- Complete the Department Deposit Report form, available on the following link: [https://umanitoba.ca/admin/financial_services/media/Department_Deposit_Report.pdf](https://umanitoba.ca/admin/financial_services/media/Department_Deposit_Report.pdf)
- Return the form with the funds to the Cashier’s Office:
  - Fort Garry Campus: Room 138 University Centre
  - Bannatyne Campus: Bookstore

Please Note:

If you are reimbursing to a grant, forms should be provided to [Casey Gooch](mailto:casey.gooch@umanitoba.ca), Assistant Manager, Research and Special Fund Accounting Services to sign off on the form before depositing funds at the Cashier's Office.

13. **How can I monitor the expenses for my unit?**

- Concur reporting allows you to track expenses in your department by employee. Every Faculty/Unit has defined individuals to generate these reports and distribute as needed.
  - A specific report to help you in Concur can be run using the following steps:
    - In Concur reporting, access the ‘Intelligence – Standard Report’ folder
    - Click on the ‘Expense Processing’ folder
    - Select the report ‘Expense Entry Analysis Detailed (Grouped by Employee)’
    - Choose the desired parameters and click Finish
- If you require assistance running the Business Intelligence Reporting in Concur or if the individuals who normally run these reports for you are unavailable, please contact Crystal at 204-474-8771 or email [travinfo@umanitoba.ca](mailto:travinfo@umanitoba.ca) for assistance.