

March 19, 2020**Digital Expense and Invoice Requisition Submissions**

Due to the current environment of work from home and Covid-19, we will be implementing a temporary digital expense and invoice processing system via email.

Please watch our short [video](#) for exact guidelines and parameters on the new process. Key take-aways:

- Send **PDF** copies of Invoices and Reimbursements electronically through email (must be your Unity Health email address) to researchfinance@smh.ca.

In your email subject line please quote: Activity Number – Payee-Dollar Amount-Invoice # or Date Authorized-Research Financial Analyst

2#####-2##### – John Smith – \$3,500.00 – 2020.03.19 – Phillip Smith

- **There is no change in the backup required**, we still expect the same level of detail and proof of purchase as we always have. For more information on requirements see these [videos](#).
- Backup and supporting documentation **must** be embedded in the PDF file (instructions are in the video).
- All payment requests must accompany a payment lead sheet. Details found [here](#).
- Any non-compliant submissions will not be processed.

\$100 Petty Cash Reimbursements-

During this time the Cash Office would like to limit physical cash transactions. Please submit Petty Cash reimbursements (\$100 or less), via email by filling out a requisition following the new above process.

Please note; due to the ever-changing demands during Covid-19, processes can change at any time so please check back here for the most up-to-date information and processes.

Thank you,

Research Finance.