




Finance Expense Claims Restriction Period

Restrictions During Timelines

Expense Claim								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
Expense claims submitted, as per the usual process.						October 18 - November 1 No expense claim submissions processed.		

-  No restrictions during this time period.
-  Restrictions in place during this time period.
-  Claims submitted after October 18, 2022 will be returned, and the employee will be required to resubmit the claim through MyConnection after November 1, 2022.

Please advise employees of a two-week restriction period in which expense claims will not be processed to allow Accounting, time to transition to the Administrative Information Management System (AIMS). There will be no claims accepted for processing between October 18, 2022 and November 1, 2022.

Prior to October 18, 2022:

Expense claims received by Accounting will follow existing reimbursement processes.

After October 18, 2022:

Claims will be returned to the employee and it will need to be submitted through MyConnection **after November 1, 2022.**

There may be a slight delay in payment in the transition to the new process.

Questions related to this process can be submitted through [MyConnection](#) using the following path:

MyConnection > MyServices > Reimbursements > Expense Claim Inquiry (tile)