**Financial Services Update – October 2021**

As we welcome students for the Fall 2021 term, the Financial Services Team has been busy and is pleased to announce another successful Year end audit for the fiscal year 2020/21. We would like to take the opportunity to thank everyone for their support and contributions for making this happen.

We would also like to thank Information Technology Services and the Registrar’s Office for supporting the following Financial Services projects completed in the last 18 months:

* Student e-Transfer Payments (fast way for our students to access funds);
* Travel and Expense module (no more paper claims); and
* Flywire Student Payment Plan options

The world has changed and so has the way we do business. The following information should assist you as we continue to work in a hybrid model:

1. **Business Out of Pocket Expense Reimbursements via Chrome River**

As of May 18, 2021, staff who have been provisioned in Chrome River Travel & Expense Reimbursement (Chrome River) must electronically submit their reimbursement request and receipts for approval via Chrome River. Chrome River training was offered during the months of April and June.  We understand that some staff were missed or would need a refresher.

As promised, we will be delivering **Fall refresher training**.  This training is open to staff who were previously trained, or anyone who was provisioned in Chrome River after July 1st.  Please email [Hardeep.saini@humber.ca](mailto:Hardeep.saini@humber.ca), or [lamar.samuels2@humber.ca](mailto:lamar.samuels2@humber.ca) if you are interested in attending training and we will contact you with the specific date(s) and time.

Please speak to your Business Manager about submitting a [**Grant or Revoke Finance Security**](https://humbercollege.formstack.com/forms/finance) eForm if you need to be reimbursed for out-of-pocket business expenses, and have not been provisioned with Chrome River access. Once provisioned you will be sent information on training.

For information related to the new **Chrome River Travel & Expense Reimbursement Process**, please view the following posted communique announcements:

* May 18, 2021 – [We are Live Chrome River Communication](https://humber.ca/staff/sites/default/files/sub-attachments/Chrome%20River_Live%20Announcement_Communique_FINAL_17May2021.pdf)
* May 3, 2021 – [A Closer look at Chrome River Expense Cash Advance](https://humber.ca/staff/sites/default/files/sub-attachments/Chrome%20River_CashAdvance_Communique_3May2021.pdf)
* April 21, 2021 – [A Closer look at Chrome River Pre-Approval](https://humber.ca/staff/sites/default/files/sub-attachments/Chrome%20River_Pre-Approvals_Communique_21Apr2021.pdf)
* April 14, 2021 – [Initial Travel & Expense Management Go Live Communication](https://humber.ca/staff/sites/default/files/sub-attachments/Travel%20and%20Expense%20Management_GoLive%20Communication_6Apr2021Final.pdf)

For questions related to Chrome River, please email[finance@humber.ca](mailto:finance@humber.ca)

1. **Update to Humber’s Expense Reimbursement Policy**

Please review the updated [Expense Reimbursement policy](https://humber.ca/legal-and-risk-management/policies/general-administration/expense-reimbursement-policy.html)

1. **Eliminating physical cheques:**

Please click here for the previous announcement: <https://humber.ca/staff/announcement/financial-services-update>

1. **Depositing Cheques:**

Financial Services will no longer accept a scanned copy of cheques. Please see the previous announcement:

<https://humber.ca/staff/announcement/financial-services-update>

1. **Payments owed to Humber:**

If funds need to be sent to the college, please direct them via EFT (electronic funds transfer). Here is Humber’s EFT Info.

Please complete the [***Miscellaneous*** ***Deposit Receipt Form***](mailto:Miscellaneous Deposit Receipt%20Form)and email a[ccounts.receivable@humber.ca](mailto:ccounts.receivable@humber.ca)and instruct the vendor to send the EFT remittance advice to a[ccounts.receivable@humber.ca](mailto:ccounts.receivable@humber.ca)as well. For any further inquiries, please contact a[ccounts.receivable@humber.ca.](mailto:ccounts.receivable@humber.ca)

For staff that need to reimburse the College for non-payroll expenses; send an email money transfer (etransfer) to e[transferpayments@humber.ca,](mailto:transferpayments@humber.ca, )and complete the

***[Miscellaneous](mailto:Miscellaneous Deposit Receipt Form)***

***[Deposit Receipt Form](mailto:Miscellaneous Deposit Receipt Form)*** and submit to a[ccounts.receivable@humber.ca.](mailto:ccounts.receivable@humber.ca.)

1. **No PO, No Pay Process**

Humber has implemented a ‘No PO, No Pay’ process effective September 1, 2020. Please click here for the update: <https://humber.ca/staff/announcement/financial-services-update>

1. **Ordering supplies when working from home:**

Given the duration of the current work from home situation, staff may require items or supplies that would typically be available in the office; as previously announced, Financial Services has revised processes to accommodate these requirements and conditions. Please click here for the update: <https://humber.ca/staff/announcement/financial-services-update>

1. **Cash Office**

**The cash office is permanently closed.** Please click here for the update:[**https://humber.ca/staff/announcement/permanent-closure-cash-office-north-campus-0**](https://humber.ca/staff/announcement/permanent-closure-cash-office-north-campus-0)

**Other Key Contacts:**

|  |  |
| --- | --- |
| **Contact:** | **For the following services and requests:** |
| [**accounts.payable@humber.ca**](mailto:accounts.payable@humber.ca) | * submitting invoices for payments |
| **p**[**urchasing@humber.ca**](mailto:urchasing@humber.ca) | * sole source, new vendor forms, change order requests, invoice discrepancy resolutions |
| **m**[**astercard@humber.ca**](mailto:astercard@humber.ca) | * purchase card cancellations, limit change request, other purchase card and Chrome River requests |
| **a**[**ccounts.receivable@humber.ca**](mailto:ccounts.receivable@humber.ca) | * expecting electronic payment and any other payments |
| **t**[**reasury@humber.ca**](mailto:reasury@humber.ca) | * treasury inquires, journal entry support |
| **f**[**inance@humber.ca**](mailto:inance@humber.ca)  **f**[**inancesecurity@humber.ca**](mailto:inancesecurity@humber.ca) | * Banner, Chrome River, general inquiries * Finance Security access |

We appreciate your cooperation and understanding as we continue to work in a hybrid model and we look forward to seeing all of you soon!

Feel free to reach out to k[elly.tsoumagas@humber.ca](mailto:elly.tsoumagas@humber.ca)should you have any questions and/or concerns.