

We are requesting all colleges and departments to report on any additional costs and expenses related to COVID-19. In order to track these expenditures a notation of “**C19**” should be referenced with any expenses related to COVID-19.

Some examples of allowable costs are as follows:

- travel cancelled or changed due COVID-19
- additional supplies or equipment that may be necessary in response to COVID-19
- cleaning supplies (over and above what is being provided by SSC)
- software/hardware to deliver on-line teaching for the remainder of the semester (but will not be used long term)
- telecommunication/connectivity costs for those required to work remotely (but will not be used long term)
  - for example, if a laptop is purchased for someone to work at home during this time and laptop will continue to be used after this time it is not allowable. If the laptop is sent to surplus after this, then it is allowable.
- Payroll cost directly related to COVID-19 that is not normal budgeted costs. Such as
  - Overtime for budgeted employees.
  - Unbudgeted or reassigned employees performing Emergency Work, both straight-time and overtime are considered.

Some examples of non-allowable costs are as follows:

- any cost that you would have incurred on a normal basis such as salaried payroll, hourly payroll, office supplies, etc will not be an allowed cost.

In AggieBuy, invoices should include “**C19**” in Report Reference A or Report Reference B. There are some departments that already use Ref A for reporting/integration purposes so it can be populated in either field.

In Concur, for both Payment and Travel expense reports, include “**C19**” in FAMIS REF A or REF B field at the line item level. If necessary the mass edit feature can be used in Concur to update multiple expense lines.

See examples below.

PO business unit	06-Texas A&M AgriLife Research (06)
PO Department	06-TAES (06-TAES)
Invoice Owner	Kimberly Payne
Invoice Date	3/10/2020
Discount Date	3/20/2020
Due Date	4/9/2020
Terms	1% 10, Net 30
Terms Discount	0.06 USD
Invoice Name	Test invoice
Order Category	1 - Regular
Contract Number	no value
Report Reference A	C19
Report Reference B	no value
Rush the Pymt Process	✘
Bypass Invoice Allocator	no value

**AggieBuy  
Example**

**Concur - Line item example**

There are also two business objects reports that we have scheduled for many departments that reports the monthly spend in AggieBuy and Concur and both of those reports include REF A and REF B. If your department is not currently receiving the monthly spend report for AggieBuy and Concur and would like to begin receiving, please email [c-merritt@tamu.edu](mailto:c-merritt@tamu.edu) with the department codes needed and the email address it should be delivered to. In addition if you would also like a weekly report to be emailed Friday mornings due to the below requirement, please let us know.

The attached spreadsheet **is required** to be completed and turned in by 5pm each Friday to include the previous 7 days. The completed documents should be emailed to [disasterfinance@tamu.edu](mailto:disasterfinance@tamu.edu). This will help the college/division track possible payroll related expenses and other operating expenses that may appear on the above weekly/monthly reports as C19 expenses. The template provides an Instructions tab, Expense Report tab for the listing of the detailed expenditures including payroll, Activity Log tab and Timesheet tab that is required for any payroll listed on the Expense Report tab. Normal disbursement and purchasing guidelines apply. Documentation must be detailed and provide business purpose and benefit.

Note: Departments may wish to establish a separate account or support accounts to track the C19 expenses and use consistent numbering for all (ie, 02-xxxxxx-01919).

If you have questions about tracking the expenses in AggieBuy or Concur contact the [aggiebuy@tamu.edu](mailto:aggiebuy@tamu.edu) or [travel@tamu.edu](mailto:travel@tamu.edu) help desks. If you have questions about the attached spreadsheet or compiling data for reporting please contact Verna Fritsche at [vfritsche@tamu.edu](mailto:vfritsche@tamu.edu) or [disasterfinance@tamu.edu](mailto:disasterfinance@tamu.edu).