Fund 2 Related COVID-19 Expenses

Allowable COVID-19 related expenses will vary across the hundreds of agreements UAA has with varying sponsors, most sponsor guidance pending; therefore, in the meantime, we will begin to apply the following Activity Code ACOVID to track all expenses that have and will incur related to COVID-19. (COVID-19 Expense Examples: protective gear for COVID-19 in-person activities, cancellation fees for travel, webinar services, etc.)

ACOVID can be added to any and all fund 2 accounting lines during your regular business operations: fund/org/account/activity

The COVID-19 related expenses are not guaranteed to be allowed by your sponsor at this time but by (1) using this activity code ACOVID, and (2) provide justification in your documentation then it will be more likely your expenses will be allowable.

Activity Code for COVID-19, ACOVID: This is the method of tracking COVID-19 related expenses on all UAA fund 2s.

a. Where to apply the activity code?

i. Any and all expenditures deemed a COVID-19 expense.

ii. Any and all areas in which you incur expenses.
   1. HR, Procurement, Travel, Cost transfers (JV/LR/JPAY)

b. How to apply the activity code?

i. In the accounting line of any and all appropriate expense.
   1. fund/org/account/activity code
   2. COVID-19 Activity Code: ACOVID
   3. Examples of how to use the activity code (see following pages)
Fund 2 Related COVID-19 ACTIVITY CODE: ACOVID

PROCUREMENT - ACTIVITY CODE USE

Purchase Orders (Banner Requisition – FPAREQN)

PaymentNet

<table>
<thead>
<tr>
<th>Approval Status – New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
</tr>
</tbody>
</table>

Accounting Codes

<table>
<thead>
<tr>
<th>Chart of Accounts</th>
<th>UAlaska COA</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUND*</td>
<td>104110 - UAA General Funds</td>
</tr>
<tr>
<td>ORGN</td>
<td>12330 - ENRI Stable Isotope Lab</td>
</tr>
<tr>
<td>ACCT*</td>
<td>4012 - Prof-Tech-Scientific Splt</td>
</tr>
</tbody>
</table>

ACTV - None

Transaction Custom Fields

Transaction Notes

3000 characters maximum (applies to all transaction notes)

Rev. 3.19.20
HUMAN RESOURCE - ACTIVITY CODE USE

UA ONLINE

Percent of Effort (Mar 15, 2020 - Mar 28, 2020)

<table>
<thead>
<tr>
<th>#</th>
<th>Fund Name</th>
<th>Fund</th>
<th>Orgn</th>
<th>Activity</th>
<th>Percent</th>
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<tbody>
<tr>
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<td>100</td>
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</tbody>
</table>

INTERNAL FORMS - ACTIVITY CODE USE

COST TRANSFERS

UNIVERSITY OF ALASKA
JOURNAL VOUCHER

<table>
<thead>
<tr>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program Code</th>
<th>Activity Code</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
</table>

TRAVEL - ACTIVITY CODE USE

TRAVEL - SAP CONCUR

Rev. 3.19.20
Fund 2 Related COVID-19 JUSTIFICATION

Documented Justification: This will be used later to justify the expense to your sponsor.

c. How to document justification?
   i. Write justification like you would in your regular business practices for HR, Procurement, Cost Transfer and Travel backup.

d. What should be in the justification for COVID-19 to submit later for sponsor approval?
   1. How COVID-19 pandemic created the need for this expense?
   2. Why was this the best course or only course of action?
   3. How does this help the project and/or how is this in alignment with the UA COVID-19 Responses implemented at the intuition?