

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 **ACOV** 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.)

ACOV 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 ACOV**, and (2) **provide justification in your documentation** then it will be more likely your expenses will be allowable.

Activity Code for COVID-19, ACOV: 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 (JVs/LRs/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: ACOV**
 3. Examples of how to use the activity code (see following pages)

Fund 2 Related COVID-19 ACTIVITY CODE: **ACOV**

PROCUREMENT - ACTIVITY CODE USE

Purchase Orders (Banner Requisition – [FPAREQN](#))

ACCOUNTING									
FOAPAL	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	L
1	B	20		1					

PaymentNet

Approval Status – New

Review

Accounting Codes

Chart of Accounts UAlaska COA

FUND* 104110 - UAA General Funds

ORGN 12330 - ENRI Stable Isotope Is

ACCT* 4012 - Prof-Tech-Scientific Spl

ACTV None

Add as Favorite

Delete Favorite

Transaction Custom Fields

Transaction Notes

3000 characters maximum (applies to all transaction notes)

HUMAN RESOURCE - ACTIVITY CODE USE

UA ONLINE

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

#	Fund Name	Fund	Orgn	Activity	Percent
4					100

INTERNAL FORMS - ACTIVITY CODE USE

COST TRANSFERS

UNIVERSITY OF ALASKA
JOURNAL VOUCHER

Journal Type: JV01 Doc #:

Doc Total: 0.00

Fund	Org	Account	Program Code	Activity Code	Amount	D/C

TRAVEL - ACTIVITY CODE USE

TRAVEL - SAP CONCUR

Fund? Org Department Campus

Activity Code



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 institution?