All COVID-19 related expenses are to be tracked in project 1555000. Associated expenses include, but are not limited to, employee overtime, employee travel, and supply purchases directly related to COVID-19 preparation and management.

Expenses must be business related and follow University Procurement policy and procedures.

Please note, PSA and Auxiliary units are to utilize project 1555000 for related expenses.

**Action Items:**

Business Officers:

- Establish college/division level budgets using the above project
- Establish and communicate approval workflows for COVID-19 costs for college/division
  - The expectation is business officers will have an approval role in the established workflow

**Expense Reconciliation and Budget Allocation:**

COVID-19 expense activity in project 1555000 will be reviewed for legitimacy and any unrelated expenses will be redirected back to the budget center. Approval of COVID-19 expenses will be at the discretion of Director of Procurement, AVP of Budgets and Analytics, and/or the Chief Financial Officer. Non-permanent budget allocations will be made to budget centers for approved COVID-19 expenses incurred in FY20 prior to the close of the fiscal year.

**Overtime Expense:**

Payroll is working to establish a method for tracking COVID-19 work hours in Kronos. Until further guidance is provided, Business Officers can establish procedures internally to charge any COVID-19 related overtime to the 1555000 project. This can be accomplished by changing the chartfield via CU Payroll Data Entry.

**Contacts and Other Information:**

Academic Units, please contact Carla Bennet

Non-Academic Units, please contact Erin Thomas

Kronos and timekeeping questions, contact Ami Hood at hoo da@clem son.edu

Travel information related to COVID-19: [https://www.clemson.edu/procurement/travel/index.html](https://www.clemson.edu/procurement/travel/index.html)

As of 3/3/2020