Deans, Department Heads, Management Officers, and Administrative Assistants:

The memo below is being sent to the Dlist-l listserv. Thank you for serving as one of the representative for your department to receive this email. Please distribute this message to colleagues in your department.

***************

March 20, 2020

To: Campus Community

Fr: Kerry Bierman, Associate Vice Chancellor, Budget & Planning

Re: Expense Tracking Related to COVID-19

Dear colleagues:

The university is working to identify department financial impacts due to unanticipated business expenses attributable to COVID-19 (coronavirus). For units that may be incurring additional costs related to the state of emergency, please track all expenditures by using Cost Type: COVID. If expenses are already on your ledgers, please process an expense transfer to add the COVID for tracking purposes.

Please only include additional expenses that are clearly related to coronavirus impacts and are necessary to:

- Support the health and safety of our campus population,
- To comply with CDC guidance to prevent the spread of the disease,
- To comply with UC/UCSB decisions to support campus operations.

Tracking additional expenditures will provide our campus valuable information and allow us to apply for state and federal reimbursement, if available.

If you have any questions, please email bap-covid19finance@ucsb.edu.