



TEXAS TECH UNIVERSITY Accounting Services™

In order to track expenses related to Gov. Abbott's proclamation declaring a state of disaster for COVID-19, the TTU Administration and Finance division has implemented an expense tracking process to aid in identifying department expenditures. Eligible expenses for preparation and mitigation response measures dating back to January 20, 2020 may be included.

Expenditure tracking for all funding sources:

COVID-19 disaster reporting requires supporting justification for all expenses.

- Expenses must be justifiable and related to COVID-19 purposes to be included in expense tracking.
- An expense tracking sheet is available to assist in capturing necessary information for each expense. This can be found on Accounting Services' website (under Resources>Forms).
- All expenses will post to your department funds and follow appropriate funding source guidelines.
- Utilize org code C00006 on your department fund for these expenses. If there is sufficient volume for your department/college, Accounting Services may assign & communicate a separate specific org for posting transactions. For guidance on treatment of any sponsored project expenses, please contact Accounting Services.
- Submit tracked expenses weekly to accountingservices@ttu.edu

Expenditures to be considered:

- Payroll:
 - a. Non-Exempt overtime designated for COVID-19
 - b. Non-Exempt regular time related to unbudgeted personnel or reassigned duties designated for COVID-19 efforts
 - c. Emergency-related EOPS payments to exempt and non-exempt employees for COVID-19 efforts
- Cancelled travel expenses that are not refunded or for which a credit is not provided. Some examples include airfare, meeting registrations, and pre-paid hotel expenses.
- Supplies such as cleaning supplies, sanitizer, and items purchased for cancelled conferences, meetings, or seminars.
- Information Technology related expenses such as hardware for remote use and software for online learning.
- Other justifiable expenses.

Submit questions related to tracking COVID-19 expenses to accountingservices@ttu.edu