Dear Colleagues:

As previously mentioned in April 2020, UCOP has begun to track COVID-19 related expenses. This will allow UCOP to report costs to the state and to submit for potential federal and other agency funding or reimbursement. Please include all supporting documentation and the COVID-19-related rationale for the expenditures when submitting your requests.

With the update of the FAU to the new chart of account (COA), please use the activity code “COVD19” to capture all non-labor expenses.

**Qualifying expenses:** Only expenses that *would not have been incurred* had it not been for the COVID-19 crisis are considered qualifying expenses. This guidance applies to non-labor expenses only.

If you have any questions, please contact: UCOP-COVID19-Response@ucop.edu

YOU CAN REACH US AT:

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