

# **Budget Office**





### **BUDGET MANAGER MEETING**

MAY 19, 2020

# Agenda

• Welcome and Updates – Kathleen Fabiny

Budget Updates
— Kathleen Fabiny

Capital Budget Updates – Jim Belshe

• COVID-19 Expense Tracking Update – Mark Weber



### **COVID-19 Expense Tracking Update**



May 19, 2020

**Budget Manager Meeting** 

### **Approach on COVID-19 Expense Tracking Process**

#### Feedback Loop

- Request/Provide clarification on transactions
- Provide campus updates via email, information sessions, and other forums

#### **Units Collect Documentation**

- Update excel tracking template
- Save support materials to Box

#### **Central Validation with PwC**

- Review based on funder rules
- Prepare and submit funder application
- Archive materials for audit

### **Units Incur Expense**

- Conduct initial review for eligibility
- Record in COVID-19 FAS account(s) and Workday



# **Status Update on COVID-19 Expense Tracking**

- Per the May 8, 2020 memo, units should establish a COVID-19 FAS account and continue to record potential eligible expenses
- Detailed guidance is being finalized for tracking labor and non-labor expenses with input from PwC FEMA specialists
- Unit supporting documentation will be required to conduct a review of incurred expenses to determine eligibility prior to filing the University application(s) and/or insurance claim(s)

### **Next Steps:**

- Tracking template with instructions will be shared later this week
- Information sessions to start next week; invitation to follow
- Email markweber@uchicago.edu with any questions

