

From: [Gabriel Eszterhas](#)
Date: Tracking Extraordinary Expenses Related to COVID-19 Outbreak
Attachments: Friday, March 13, 2020 3:44:09 PM

Dear All:

As the College responds to the coronavirus (COVID-19) outbreak, we may incur unusual or extraordinary expenses.

We need to track these expenses so that we can report to the state and federal authorities, especially if emergency relief funds become available. Reporting on these extraordinary expenses may also be valuable when the university works with rating agencies and external auditors.

To facilitate reporting, a new Activity Tag is available for use in WorkDay: **COVID-19**.

Wherever you enter a SmartTag in Workday, you can also enter an Activity Tag in a nearby field. For example:

Create Requisition

Company	* x Florida Atlantic University ...	:
Requester	*	:
Currency	* x USD ...	:
Deliver-To		:
Ship-To	* x 777 Glades Road Boca Raton, FL 33431 United States of America	:
Requisition Type		:
SmartTag		:
Fund		:
Cost Center		:
Project		:
Grant		:
Activity	x COVID-19 ...	:
Additional Worktags		:

If you incur an extraordinary expense for anything related to COVID-19, please use the Activity Tag in ADDITION to your regular SmartTag.

Extraordinary or unusual expenses are expenses that are ADDITIONAL EXPENSES that you incur ONLY to respond to COVID-19. For example:

- extra cleanings
- extra costs to create distance learning
- extra disinfecting supplies
- cancellation fees on travel/events

Please forward this email to anyone I may have missed.

If you have any questions, please call me or the COM Finance office.

Thanks,

Gabe

DK

Cancel