COVID Cancellation Quick Reference Guide with Screenshot

1) Enter COVID Cancellation as your business purpose and report description.
2) Ensure all receipts are attached for any prepaid travel expenses or One Card charges.
3) Choose the COVID Cancellation expense type. A single expense line can be used for all expenses in which you are seeking reimbursement.
4) Enter the types of charges being reimbursed/reconciled.
5) For reimbursements, a single expense line can be used. Enter the total amount.
6) Enter the funding that you normally enter for expense reports.

Please contact Finance Support Center at 877-752-3334 with any questions.