

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.

Create Expense Report Save for Later | Summary and Submit

Justin Zabriskie Actions: ...Choose an Action

1 *Business Purpose: COVID Cancellation

*Report Description: COVID Cancellation

Default Location: **2** Attachments

Expenses Total: 999.99 USD

Expand All | Collapse All Add:

*Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
3 03/11/2020	4 COVID Cancellation	*Cancelled airfare, conference fee, hotel, rental... 206 characters remaining	Cash/Check/Personal Ca	5 999.99	USD

*Billing Type: Out of State - Domestic

Default Rate *Exchange Rate: 1.00000000

Non-Reimbursable Base Currency Amount: 999.99 USD

No Receipt

Accounting Details

General Ledger ChartFields												
Amount	SpeedType	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
6 999.99	DJK53	COLUM	999.99 USD	1.00000000	721000	0825	C1105109	0	0	COLUM	00	

Total: 999.99 USD

Please contact [Finance Support Center](#) at 877-752-3334 with any questions.