

COVID-19 Cost Tracking: Instructions

As COVID-19/Coronavirus is now a Federally Declared Disaster, it is critical that all LU departments and units:

- Track all COVID-19 costs.
- Report costs each Friday to Gary Rash, LU's Director of Environmental Health & Safety (EHS) & Risk Management.

Tracking costs will provide the best opportunity to receive funding for COVID-19, including federal supplemental funding, state funding, or any additional funding available.

HOW TO RECORD & SUBMIT COSTS

Departments must use the designated cost tracking spreadsheets to record their weekly COVID-19 expenses. **Costs should relate directly to the department's response to COVID-19.**

The [Materials & Resource Tracker](#) tracks the costs of materials and resources for a given week. The [Employee Productivity Report](#) tracks each employee's COVID-19 work activities for the same week.

**You may also contact EHS < riskmanagement_ehs@lamar.edu >
for copies of these spreadsheets.**

Every Friday, each department head should send his or her completed sheets to Gary Rash at wrash@lamar.edu. Prompt weekly reporting ensures accurate tracking of costs and timely reimbursement.

QUESTIONS

Department heads who have questions about allowable costs and reporting can contact EHS or Gary Rash at (409) 880-8008 or wrash@lamar.edu.

Sent on behalf of Jeremy C. Alltop, Vice President for Finance and Operations.

Please Note!

Any supplies ***purchased directly for*** the COVID-19 response will need to be documented on the Materials & Resource Tracker. This excludes supplies purchased for regular, day to day tasks. Any employee time spent ***directly responding*** to COVID-19 will be documented on the Employee Productivity Report. This does ***not*** include employees engaging in regular day to day work activities or simply working from home/telecommuting. The work must be ***directly related*** to the COVID-19 response.