

University of Nebraska COVID-19 Expense and Revenue Loss Tracking Guidelines

In order to capture expenditures and estimate revenue losses associated with the global pandemic in a standardized, consistent manner, the following information is provided as guidance to all University of Nebraska (NU) business units. This guidance should be applied as of March 1, 2020.

Expenditure Capture

It is essential that extraordinary costs, which are costs incurred outside of normal business operations and are otherwise unavoidable due to the NU's response to COVID-19, are thoroughly documented to position NU to take advantage of any future cost recovery opportunities that may arise.

High Level Summary

- Actual expenses related to NU's COVID-19 response must include COVID-19 in the user defined field or be posted to a separate cost center specifically to capture COVID-19 expenses. Most units will not require a separate cost center. If you have significant COVID-19 related costs, please contact your campus Accounting/Finance Office for assistance on establishing a new cost center.
- For costs incurred in relation to the NU's COVID-19 response, supporting documentation covering "who, what, when, where, why and how much" is essential to gather and maintain up front to facilitate cost recovery opportunities that may arise at a later date.

Tracking Guidelines

Expenditures must meet documentation requirements in line with applicable NU policy and provide additional information to facilitate potential future cost recovery efforts that NU may engage in. Essentially, the information required for documentation must outline the "who, what, when, where, why and how much" for each expenditure. The guidelines below are intended to provide a general overview of the minimum expectations.

Goods and Services

Goods and services justifiably needed to effectively respond to and/or recover from the incident should follow the regular NU procurement process and associated policies/procedures. These expenditures in SAP should be identified by including COVID-19 in the user defined field or using a separate cost center to specifically identify COVID-19 expenses.

Labor

The use of NU staff time justifiability needed to effectively respond to and/or recover from the incident shall first adhere all applicable NU HR, State and Federal guidelines. Labor costs, in excess of de minimis time, are necessary to track due to the strict guidelines associated with potential reimbursement from external sources. The following details must be provided:

- Employee Name
- Employee NU ID
- Department/Unit
- Description
- Dates and Times employee engaged in work specifically related to the NU's COVID-19 response

Equipment

Use of NU owned equipment must be specifically tracked by individual piece of equipment. Specific equipment that is required to be leased or otherwise procured by NU to respond to and/or recover from the incident should follow the all applicable NU procurement process and associated policies/procedures. All requisitions require specific justification on how the equipment will be utilized to respond to and/or recover from the incident. Documentation, at a minimum, should contain the following:

- SAP tag number or SAP asset number
- The date(s) the equipment is utilized
- Operator(s) of the equipment and their department/unit
- Description
- Actual mileage or actual time used that is directly related to NU's response to COVID-19
- Standby time must be specifically carved out of any actual use time

Revenue Loss Estimation

For purposes of internal and external reporting, NU business units are requested to provide loss of revenue estimates that were a direct result of the global pandemic.

High Level Summary

- A “revenue loss estimation template” has been created for purposes of estimating revenue losses associated with the declared public health emergency in a standardized, consistent manner to meet state and federal reporting requirements.
- Excluded from the scope of this process are: tuition-based program revenues, gift revenues and grant revenues. Please consider all other revenue sources in scope. These sources are more complex and will be reviewed and validated by campus administration.

We recognize the very nature of revenue loss estimation is, in many cases, difficult to quantify with precision and appreciate the attention and diligence of the community in this effort.

Submission Process

- Completed templates are to be submitted to Scott Olson (olson2@unk.edu), in Excel format, every two weeks.
 - You may choose to have all submissions within your local unit/campus route through one individual or team, or you may have your individual department administrators submit directly, whichever is most efficient/effective for your business unit.
 - We request an initial submission by May 8, 2020 in order to gather a general understanding of the scale of identified revenue impacts to date.