



March 16, 2020

TO: Texas A&M AgriLife Business/Travel Contacts

SUBJECT: Guidance Regarding Allowability of COVID-19 (coronavirus) - related Cancellation Expenses

There have been an increasing number of conferences and events cancelled recently due to concerns related to COVID-19 (coronavirus) and questions regarding allowability of expenditures on sponsored research accounts. If travel plans, programs, or events are canceled due to the coronavirus (COVID-19) outbreak, the costs associated with these cancellations or rescheduling that are directly related to the outbreak are considered federally allowable. These costs should be charged to the accounts to which they would have been allocated had the trip or event occurred. This procedure applies to all fund sources and we anticipate that these expenses will be considered allowable on federal grants and contracts.

We will need to be able to report on the overall expense impact to the agency on these types of expenditures. In order to accomplish this, a notation of **"C19"** should be referenced with any expenses related to this type of cancellation.

In AggieBuy, invoices should include **"C19"** in report reference A.

In Concur, for both Payment and Travel expense reports, include **"C19"** in FAMIS REF A field at the line item level. Also, on travel expense reports, in the business purpose field, please start the field with **"C19"**.

See examples below.

| | |
|--------------------------|-------------------------------------|
| PO business unit | 06-Texas A&M AgriLife Research (06) |
| PO Department | 06-TAES (06-TAES) |
| Invoice Owner | Kimberly Payne |
| Invoice Date | 3/10/2020 |
| Discount Date | 3/20/2020 |
| Due Date | 4/9/2020 |
| Terms | 1% 10, Net 30 |
| Terms Discount | 0.06 USD |
| Invoice Name | Test invoice |
| Order Category | 1 - Regular |
| Contract Number | no value |
| Report Reference A | C19 |
| Report Reference B | no value |
| Rush the Pymt Process | X |
| Bypass Invoice Allocator | no value |

**AggieBuy
Example**



Concur header-Purpose/benefit field

Report header for: Fusion 2020 - Orlando

Policy:

Destination:

Report Date:

Purpose & Benefit:

Expenses

| <input type="checkbox"/> | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|--------|-----------|
| <input checked="" type="checkbox"/> | 01/14/2020 | Travel Agent Fees AGENT FEE 89074157090111 | \$2.00 | \$2.00 |

Concur - Line item example

Expense Receipt Image

Expense Type: Transaction Date: Business Purpose:

Vendor Name: City: Payment Type:

Amount: Unallowable Charge

Travel Classification: Clearing Account: Comment:

If you have any additional questions, please contact Gwen Marucci at (979) 845-4748 or gwenc@tamu.edu or Jay Avila at 979-845-6147 or jay.avila@ag.tamu.edu.