

Updated Weekly Report on Coronavirus Expenditures

Nov. 30, 2020

As a reminder, please submit the weekly expenditures your area has incurred as a result of UTSA's effort to respond to the Coronavirus pandemic, by the close of business today. **Be sure to use the newly updated template with the reduced reporting requirements, found at the link provided below.**

Send the completed report to Budget@utsa.edu and copy your VP area representative. Be sure to use CV19 in PeopleSoft when making COVID-19 related transactions.

Please include in these weekly reports expenditures you are incurring related to "re-opening" the campus for the Fall under the new COVID-19 requirements. Carefully think about the expense and limit the costs to those required for reopening our campuses, but only if incurred due to COVID-19. If the cost is related to normal operating expenditures, it should not be reported in the weekly tracking template. These expenses are included in monthly reports to the UT System and LBB so it is important to focus on expenses incurred as a result of COVID-19.

As explained in my email on July 7th, you may discontinue tracking the salary costs described in 'Note 1' on the attached form. We still require tracking and reporting the temporary hire hours or the overtime hours incurred as a result of COVID-19. However, the costs related to budgeted or regular employees' level of effort on COVID-19 are no longer essential.

The latest version of the report is located in the [Business Operations section](#).