COVID-19 Program Code FAQ

- **If a trip is canceled are the returned funds coded with the new program code?**

  - The new code should not be used. It should be returned to original chart string if the full amount can be returned, resulting in no fiscal impact to the University.

- **I have canceled my trip but was charged a cancelation fee. How should I code this fee?**

  - You should use a chart string that includes the COVID-19 program code.

- **If a trip is canceled and the funds not returned, is the original charge to be corrected and coded using the COVID program code?**

  - If the funds have already been expended (fully processed through the system on an expense report) and it would require an expenditure correction to change the chart string, then do not submit an expenditure correction. However, if the funds have not been fully processed through the system (e.g. an expense report has not yet been submitted), then do use the COVID-19 program code.

- **Should expenditures against a grant be coded using the new program code if related to COVID-19?**

  - Yes. Please use the POET string if the charge was originally supposed to be funded by a grant. When editing the GL string on an expense report or requisition also include the COVID-19 program code. This will still flow into projects and be charged to the grant but also appear on the GL.

- **I used my personal card to purchase a flight for a conference. It was canceled and I have a voucher to use at a later date. I have not turned in the receipt for reimbursement. If I travel for work in a year and use the voucher, can I still submit the expense for reimbursement?**

  - Yes, a reimbursement would be allowed after the trip has been taken even though the original expenditure occurred over sixty days ago. Keep the original receipt and voucher for submission and submit them once you take your trip using the voucher.

- **I used my p-card to purchase a flight for a conference. The card was charged, and the expenditure has been reconciled. I had to cancel and received a voucher that can be used at a later day. How is the University going to track these vouchers purchased with UW funds to ensure that they are used for work related travel?**

  - At this time, we are asking individuals to track this in coordination with their Cost Center Approvers, Department Heads, or Business Managers.

- **A unit purchased airline tickets with a p-card for a trip involving faculty and students. These tickets have been canceled and vouchers were received in the names of the travelers. The staff anticipate being able to use the vouchers, however, the students will**

be graduating and so will not be able to use the vouchers for UW related activities. What should be done with the student vouchers, and how should the expenditures for the students be coded?

- You should contact the airline and ask if the name associated with the voucher can be changed at a future date. If the airline is unable to do so the University will be unable to use the voucher and the cost will be taken on by the department. The expenditures for the students should be coded as TRAVEL.NON.EMP.TRANSPORTATION, 63101 on requisitions and NON-EMPLOYEE TRANSPORTATION, 63101, on Expense Reports. Also when processing please use the COVID program code, 0504.