Coding of Coronavirus Expenses in Concur, Husky Buy and KFS

UConn Storrs and Regionals only:

Updated March 17, 2020

Over the next several weeks UConn will be incurring unusual expenses attributable to Coronavirus. It is important that departments add additional identifiers to Travel, e-docs, Requisitions, and Purchase Orders for these expenses directly associated with the prevention of COVID-19. Some of the types of expenses that we would consider to be unusual:
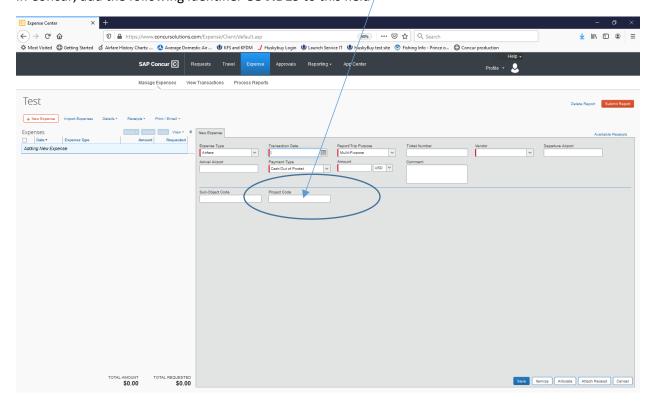
1. Non-refundable Travel Costs because of Coronavirus
2. Purchasing of equipment to work remotely (Computers, cables, iPads, etc.)
3. Purchase of office and research supplies as a result of Coronavirus
4. Purchase of additional cleaning materials to clean offices, bathrooms, doors, etc.
5. Additional services needed from UConn vendors for facility services and housekeeping

This list is not all inclusive and ask yourself if the expense you are incurring is a normal expense or because of the current situation with Coronavirus.

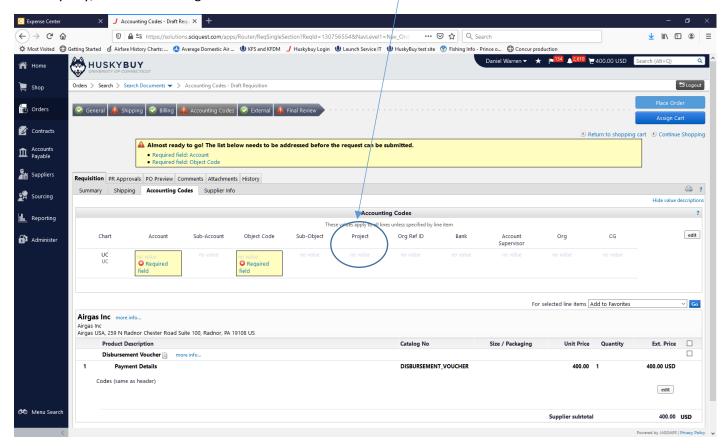Please follow these instructions when coding your expenses:

CONCUR:

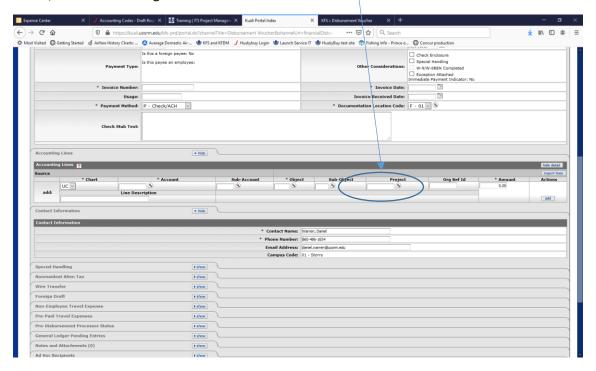In Concur, add the following identifier **COVID19** to this field

Husky Buy:

In Husky Buy, add the following identifier **COVID19** to this field:

Kuali Financial Systems:

In KFS, add the following identifier **COVID19** to this field:

For items purchased and already posted to KFS:

If you have already purchased an item or service related to COVID-19 and it has posted to KFS, please complete an IAA (Intra-Account Adjustment) edoc to update the *Project* field.

Need additional help? We are here to help you:

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