

COVID-19 EXTRA EXPENSE CLAIM GUIDELINES FOR PUBLIC ENTITIES

COVID-19 has created an unprecedented interruption in not only our daily lives, but also in the workflow of our organizations. As the situation continues to evolve, support and relief opportunities may emerge that could aid organizations with their expenses associated with COVID-19. It is unclear if this will happen, or if the support would come from the private or public sector, but in any case, there are a number of items organizations should consider implementing to best keep track of additional expenses during this time.

Below is a list of best practices we recommend implementing during a normal additional expense claim. We have modified this list to apply to the current COVID-19 pandemic. In the event that support becomes available, it may require that you demonstrate your loss and expense.

BEST PRACTICES FOR EXPENSE TRACKING

1. Employee labor (FT, OT, or LTE hours)

- a. Copy of timesheet highlighting claimed hours related to crisis
- b. Reason for overtime/LTE hours (staffing EOC, delivering supplies, attending meetings, etc.)

2. Purchase of equipment

- a. Receipts/invoices
- b. Purchase orders (when applicable)
- c. Reason for purchase

3. Use of equipment

- a. Dates of operation
- b. Hours of operation
- c. Location of operation
- d. Name of operator using equipment
- e. Operator's timesheet

4. Purchase and use of supplies/materials

- a. Receipts/Invoices (show type, cost & quantity)
- b. Purchase Orders (when applicable)
- c. Amount used
- d. Date of use
- e. Location of use

5. Purchase of software

- a. Receipts/Invoices
- b. Purchase Orders (when applicable)
- c. Reason for purchase

6. Monthly bills (Phone, conference line use, etc.)

- a. Billing statement highlighting costs associated with the crisis
- b. General log of dates and reason for use associated with crisis

When incurring additional expenses not listed above but associated with your crisis operations, please keep any and all related documentation. It will be easier and more time effective to track these costs as they occur rather than gathering all information after the crisis.

While it remains unclear what, if any support will be extended to organizations, the M3 team remains committed to providing best practice guidance and navigating options for handling the impact of COVID-19 on your organization.