COVID-19 Invoicing Guide
Valid until otherwise noted by The Children's Trust

Services not provided during COVID-19:

Note: We will cover costs that you would have incurred during that time. Please see below for more clarification on specific line items.

- For hourly staff (professional services & subcontractors), please bill as if services would have taken place. Hourly staff are expected to be paid, and check numbers are expected in invoicing.
- For field trips, any costs associated with down payments for trips not taken can be billed.
- For travel, any pre-paid costs for trips cancelled can be billed.
- For space & utilities, rental & utility cost can be billed as if service occurred, these should remain in alignment with budget.
- For non-Capital equipment, any additional costs for laptops to assist with remote work that were not originally budgeted can be billed. If there are no funds available in this line item, please bill under another account with available funds, include a justification and complete the Emergency Expense Designation Form*.
- For indirect cost, continue to bill at 1/12

Costs incurred during COVID-19:

Note: We will cover costs that you would have incurred during that time. Please see below guidance on billing over budgeted amounts. As with all other expenses please keep all documentation for additional expenses.

- First analyze current budget and expenditures. Do you have enough funds to cover additional cost incurred along with regular operational costs?
- If funds are available:
    - For services/items that were not budgeted but you have the funds available in the respective line item, please bill under the respective line item, include a justification and complete the Emergency Expense Designation Form*.
    - For services/items that were not budgeted but you do not have the funds available in the respective line item, please bill under another account with available funds, include a justification and complete the Emergency Expense Designation Form*.
    - For services/items that were budgeted but you do not have enough funds available in the respective line item, please bill up to that line item and then bill the rest under another account with available funds, include a justification and complete the Emergency Expense Designation Form*.
    - For positions that will exceed budgeted amounts, please bill under a vacant position, include a justification and complete the Emergency Expense Designation Form*. Justification should include actual position #, timeframe (full day/school day), number of hours, hourly rate & date/week.
- If additional funds are needed:
    - Please work with your Program Manager to determine the additional funds so we can work on getting the funds added to your contract. We will handle this on a case by case basis.
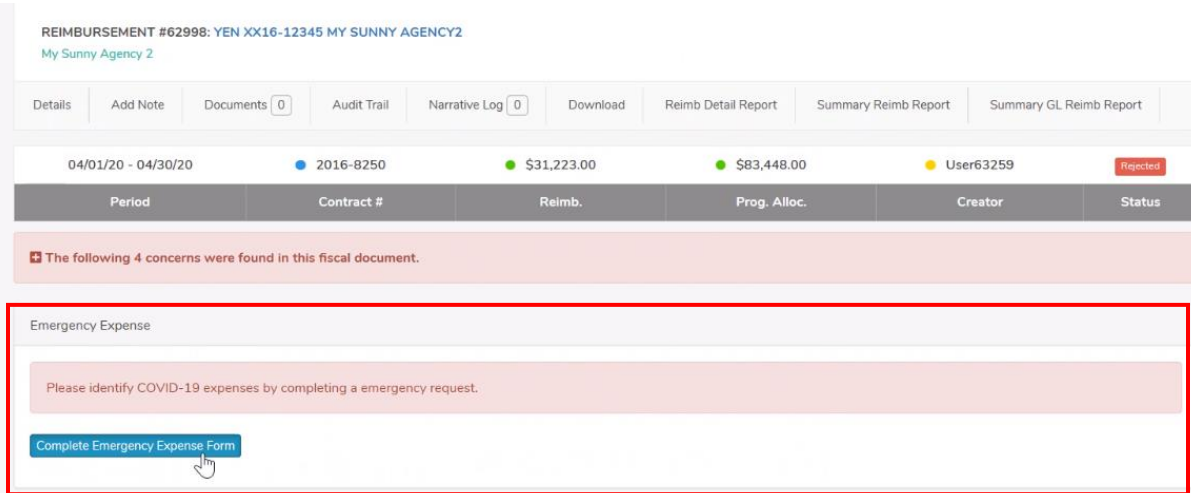   - Associate Directors will work with Program Managers to determine additional amounts.

Important Notes:

- Justification*: Please include in the narrative that *"due to the recent COVID-19 pandemic certain services and items were added to accommodate for the changes"*.
- Janitorial services, PPE supplies and Zoom/virtual platforms are allowable costs and can be billed to the contract.
- Providers who need to amend/revise their contract outside of COVID-19 changes should follow the normal protocol.

Emergency Expense Designation Form

This form is required for any invoice that includes additional emergency expenses (any expense not originally budgeted). You will utilize this form to correctly categorize all additional expenses that were included in your invoice.

1. Create your invoice in SAMIS fiscal.
2. You will notice a new section in your invoice "Emergency Expense Form". You need to complete your invoice first then complete this form.
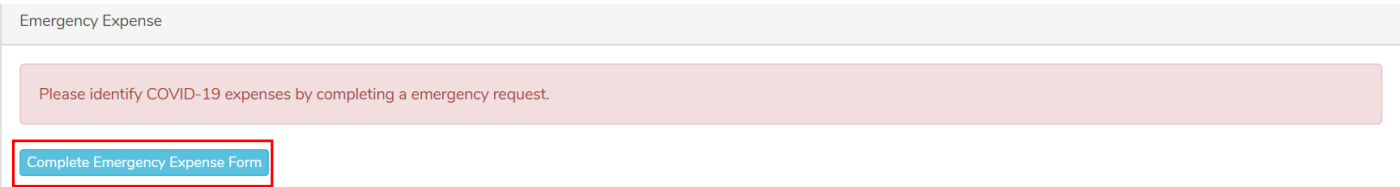
3. Once you have completed your invoice, click on "Complete Emergency Expense Form"

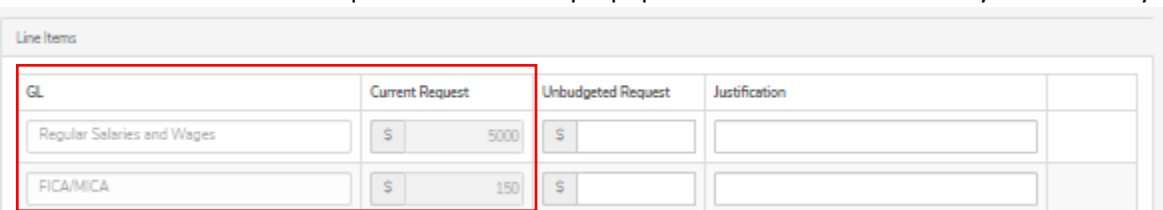4. The first section of the form will prepopulate with program and reimbursement.

5. The GL line item & current request columns will prepopulate with the information you added in your invoice.

6. Under the "unbudgeted request" column, please enter all the additional unbudgeted expenses in their appropriate line items. i.e. You billed $500 in additional expenses to the travel line item in your invoice because

you did not have funds available in non-capital equipment. Then you would place the additional $500 under non-capital equipment.

Unbudgeted Request	Justification
$	
$	
$	
$	
$	

7. Utilize the justification column to explain the programmatic reason for these additional expenses and indicate where the expense was charged in SAMIS invoice. Note: All mathematical justifications will be included in your invoice and should not be included here.

Unbudgeted Request	Justification
$	
$	
$	
$	
$	

8. Once you have completed both this form and your invoice, forward to your submitter. **Note**: Any changes that made to this form going forward, the user will need to refresh their browser for changes to be reflected.

Synch Reimbursement Changes

Currently, if the invoice is modified after the Emergency Form is created, the form does not display the updated amount from the reimbursement. Our system developer added a button in the Emergency Form to sync the form with the reimbursement. Therefore, if the invoice is modified after the Emergency Form is created, please use the "Synch Reimbursement Changes" button located in the Emergency Form to update the amounts in the form.