

Budget Managers

Thank you all for your cooperation with tracking the costs related to the current COVID-19 pandemic. It is very important to Doane that we keep track of all the costs associated with this pandemic. In addition to the previous communication sent out in regard to expense tracking relating to COVID-19 (see below), I wanted to also ask for your assistance with any **previously paid expenses** that have now been compromised due to COVID-19.

Examples of this include:

1. events paid for previously that have now been cancelled due to the pandemic.
2. Speaker engagements that have since been cancelled
3. Conferences paid for in which no refunds or credits are being offered.

These costs need to be included in your cost tracking for your particular department. If you know of events or other expenses incurred that have since been cancelled without the possibility of refund or credit, please send me a list of the expenses, when they were purchased, the dollar amount and vendor if at all possible. This will help us here in the business office track these costs. I know that several of you are already keeping a running log of expenses related to COVID-19. If you are doing so, that's great! I would appreciate it if you would share that list with me as we go through this pandemic so I can keep our expense tracking up to date.

Thank you all for your help with tracking the costs related to this pandemic. It is greatly appreciated. If you have any questions, please do not hesitate to email or call me (X68610).

Jason