Reporting Due Date:

1. When are the reports Due?
   - Reports are due by 5pm on the last day of each month. We recommend that you enter expenses as occurred rather than waiting until the end of each month.

2. So this report should be completed by each staff member?
   - No, at the college/division level is preferred.

3. Do you have a preference on how you receive the Covid-19 expense data? Is it okay for each department to send it in or do you prefer that we compile it and submit one report for the college?
   - One report for the college/division would be best.
   - the entire University