



Coronavirus Expense Documentation Template

As the COVID-19 situation develops, Federal, State, County, and local intervention will likely make efforts to assist businesses and local governments due to the impacts of COVID-19.

There is no doubt that extensive documentation will be required.

Attached is a spreadsheet template to assist in the documentation. The first tab in the template provides a simple format to track the event and note dates, describe actions and summarize expenses and lost revenue to help organize data and memorialize the event. The tabs that follow provide tools to capture more detail to track effects such as cancelled events, reservations, orders, services, products, etc., as well as tracking invoices for the repair and replacement of covered property and extra expenses.

This spreadsheet is provided as a guide only and may need to be modified for your particular situation.

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