

## COVID-19 EXPENSE REPORT

List of incremental\*, out-of-pocket expenses associated with delivery of on-line teaching

Item Description	Cost	Briefly describe how the item was used and why it should be deemed necessary	If applicable, describe how this expense is considered incremental	Did you receive approval from College for your purchase? (Y/N)	Have you included the receipt? (Y/N)
WEBCAM	\$54.99	Zoom lectures for synchronous portion of my courses		Y	Y
PAPER	\$14.75	I printed 1000 pages of student work	I would normally print at the College or have students submit work on paper	N	Y
INCREASE IN INTERNET BADWIDTH	\$45.97	My internet bandwidth could not support Zoom conferencing	I increased my internet package for 3 months (see receipt)	N	Y
PRINTER TONER	\$63.22	I printed 1000 pages of student work	My toner cartridge has a yield of 1000/pages per toner, I had to replace the used cartridge	N	Y

\* expenses that you would not have normally incurred, such as an increase in internet bandwidth, or an increase in the amount of printing that you would normally do at home