

Appendix B – Financial Reports and Payment

Investigators receive a daily consultant rate for full days that they have worked, a per diem (food and accommodation payment) for travel days, and reimbursement for site investigation expenses. It is very important for investigators to keep detailed records of the amount of time they work, their travel, and receipts for all related expenses. Investigators will submit a detailed financial report at the end of each month.

Investigator Daily Consultant Rate

Your daily consultant rate is stated in your contract. The daily rate is payment for a full day of work (8 hours). If you work for half a day on Monday and half a day on Tuesday, that counts as one day on your financial report. Each month you will create a new financial report and enter your daily rate and the number of full and half days you worked during that month.

Per Diem for Travel Days

Pure Earth will pay a per diem to cover the cost of hotel and food for travel days that require an overnight stay in a hotel. A per diem is not paid for day trips, or days when you are traveling back to your home, only days that end at a hotel. Transportation costs are covered by the per diem. Transportation costs are reported on your monthly financial report and reimbursed at the end of the month. The per diem amount is fixed, and does not change based on the cost of your hotel and meals. If your hotel costs more than your per diem payment, Pure Earth will not pay the extra charge. If your hotel costs less than the per diem payment, you can keep the remaining per diem amount. If you have food expenses from a day that does not end at a hotel, please report that expense on your monthly financial report and include the receipt, just like other travel expenses.

Reimbursing Expenses

Pure Earth will reimburse most expenses related to site screenings as long as the investigator provides receipts for each expense. Pure Earth will not reimburse expenses without a proper receipt attached to the financial report. Reimbursable expenses may include:

- **Travel costs.** Pure Earth will reimburse purchases of bus or train tickets, taxi from a train station to the site. If you are going to use your own car, please contact your Regional Director in New York to discuss reimbursement for fuel. If you require an airplane ticket to visit a site, you must ask your New York Regional Director for approval before buying the ticket. Pure Earth will not reimburse the cost of an airplane ticket if the Regional Director in New York did not authorize the purchase.

- **Equipment.** If you think you need a piece of equipment for a site screening, please discuss this with your Regional Director in New York. Pure Earth may be able to send you equipment, and may authorize you to purchase equipment. Review the Sampling Guidelines section to see if you will require sampling equipment for a site screening. All sampling equipment purchases require authorization from your New York Regional Director.
- **Food costs during a site screening** that does not require a per diem payment (for example, lunch on a day trip that will end at your home).
- **Laboratory analysis of samples.** Before sending samples to a lab, ask the lab for a price quote for the number of samples that you want analyzed. Review the price quote with you Regional Director in New York. If the Regional Director approves, send the samples for analysis.
- **Internet café, photocopying, shipping, etc.** Pure Earth will reimburse you for limited administrative costs associated with site screenings. This does not include payment for Internet in your home.

Non-Reimbursable Expenses

Pure Earth will not reimburse investigators for:

- Bribes, payment to government employees (except per diems), or payments to individuals for information.
- Hotels. Hotel expenses are covered by your per diem.
- Food on a day when a per diem is paid.
- Expenses that do not have a proper receipt attached to the financial report.
- Purchases over \$100 that did not receive prior approval from a Regional Director in New York.

Monthly Financial Report

Investigators must submit a financial report for each month that they conduct site screenings. Investigators can download a blank Investigator Monthly Financial Report at [http://www.pureearth.org/Pure Earth-institute/coordinator-resources/](http://www.pureearth.org/Pure-Earth-institute/coordinator-resources/). It is important to fill in all of the white sections of the report.

To receive reimbursement for expenses, investigators must list each expense individually and record:

- The date of the expense,
- The cost in local currency,
- The receipt number (you will write the same number on the actual receipt), and
- A description of the expense (for example: bus ticket from City A to City B)

Example of Scanned Receipts

УКРПОСТА
61057, ХАРКІВ, ВПЗ-57
ВУЛ. ГОГОЛЯ, 13
ПН 215600426655
ФН 2039005522
БЕЛНІСКАЯ

RE610879545UA
ЛИСТ РЕКОМ. АВІА
КОМУ: BRET ERICSON
КУДИ: NEW YORK CIA
НАСА:
0,054 КГ
ЗА НАСУ:
27,10 ГРН.
МАРКИ ВЗ:
27,10 ГРН.

СУМА 27,10
ПАВ Б = 0,00 0,00
ГОТІВКОМ 50,10
ЗААЧА 23,00

ААТА 11-07-2011 ЧАС 15:25:22 №5825
З. Н. Б600001940
АЯКУСНО ЗА ПОКУПКУ, ЗАХОДЬТЕ ЧЕ!
ФІСКАЛЬНИЙ ЧЕК

ХА ЧАПІЗ "УКРПОСТА"
61057, ХАРКІВ, ВПЗ-57
ВУЛ. ГОГОЛЯ, 13
ПН 215600426655
ФН 2039005523
САМОДОВАІ

? ОПЕР 25
МАРКА 1,50
1x1,50

СУМА 1,50
ПАВ Б = 0,00 0,00
ГОТІВКОМ 1,50

ААТА 11-07-2011 ЧАС 15:24:08 №3229
З. Н. Б600001165
АЯКУСНО ЗА ПОКУПКУ, ЗАХОДЬТЕ ЧЕ!
ФІСКАЛЬНИЙ ЧЕК

ТОВ "ФК "Контрактови й дім" на підставі Ліцензії на переказ коштів серії А В N 518407 від 30.01.2011 р

КВИТАНЦІЯ N15165-36119-9151

Термінал N: 36119
Адреса: Харків, Блюхера вул., 26
Дата: 10.07.2011 21:45:04
Отримано: 70 грн.
Комісія: 3,50 грн.
Сума платежу: 66,50 грн.
Платник: В (066) 387 46 81
Отримувач: ТОВ "Ізі софт"
ЗДРПОУ: 34817577 п/р 260013 011514 у АКБ "НАЦІОНАЛЬНИЙ КРЕДИТ", м.Київ, №Ю 32070 2
Призначення платежу: Оплата за поповнення рахунку МТС В (066) 387 46 81

Підпис фінансової установи (ІД операції): 92324655
Довідка: (044) 537 33 74, (095) 618 48 34, (097) 224 3 3 22, (093) 241 00 31 call -center@easysoft.com.ua

Операція проведена успішно!
ЗБЕРІГАЙТЕ КВИТАНЦІЮ ДО ПОВНЕННЯ РАХУНКУ

Дата операції...: 14.07.2011 11:19:58
Номер операції...: 00001-00645-00924-09726
Номер терминала: 645
Адрес терминала: ст.М Бекетова 2

Оператор.....: МТС
Счѐт.....: (066) 387-46-81
Внесено.....: 50.00 грн.
Комісія.....: 5.00 %
Сумма платежа...: 47.50 грн.

Оплаченная вами сумма зачислена на Ваш счет. Пожалуйста, сохраните чек. Если у Вас возникли вопросы - обращайтесь: AlfaPay: 0 (800) 505 105