

5

After You Leave the School

Task 1

Ship Assessment Materials to NCS Pearson

Shipping the completed assessment materials will usually be the assessment coordinator's (AC's) responsibility. On occasion, however, an assessment administrator (AA) may be asked to assist with this task. The AC or AA who is responsible for shipping the box(es) to NCS Pearson must send them as soon as possible and no later than the day after the assessment.¹

A

Preparing the Box for Shipping

Each box of session materials will contain a prepaid UPS A.R.S. shipping label to use when returning the completed materials to NCS Pearson. UPS will not take packages without this label. If you need additional UPS labels, call NCS Pearson at 1-888-627-6237. The following page shows an example of the UPS shipping label. In most cases, the label will come preprinted with the AC's name and address as the sender and the NAEP school ID number. If the label is not preprinted, you should complete it by entering your name and address, and the school ID number. If you are shipping multiple boxes for a school, number them using the convention **Box 1 of 3**, **Box 2 of 3**, and **Box 3 of 3** in the spaces provided on the label. Because the label is scannable, you should not make any other alterations to the label, or use photocopies of the label.

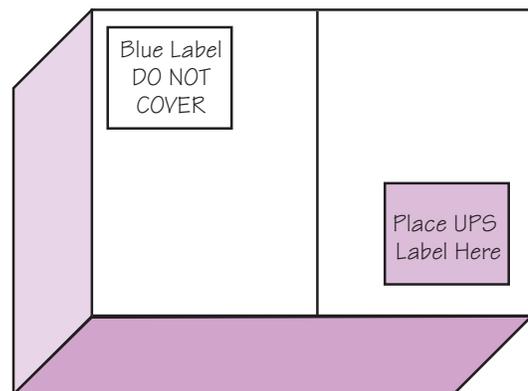
You should use the pillow pack that came in the box for filler, if necessary, and then close and seal the box using the tape provided by NCS Pearson or any other packing tape. Because you will be returning completed assessment materials by session to NCS Pearson in the original session box(es), you must be careful to follow the proper procedures when preparing the box for shipping.

To prepare the box for shipping, you will need to do the following:

- Reverse the flaps on the box: first fold down the two long flaps containing the original address label, and then fold down the two short flaps so that the long flaps (and the original labels) are completely covered.
- NCS Pearson has applied a blue inbound barcode label on one of the box's short flaps. **DO NOT** remove or cover up this label. The barcode allows for immediate receipt verification and update at NCS Pearson.
- Place the UPS return shipping label on the short flap of the box opposite the blue barcode label, as shown in the diagram below.

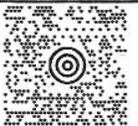
At the bottom of the UPS return shipping label, there are two small strips that separate from the label: one is preprinted with the tracking number, and the other provides a place for you to record the date shipped. You need to peel off both strips, affix them to the back cover of school folder, and write the date you shipped the box on the **Date** strip. If the AA is responsible for shipping the box, he/she must give the strips to the AC, so the AC can affix them to the School Folder. **The tracking number must always appear on the School Folder.**

Shipment Box



¹ The only exception to this rule is when a makeup session will need to be held at the school, as discussed in Chapter 4.

Example of UPS Label for Returning Materials to NCS Pearson

UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD.		A.R.S.	
FROM: Name: <u>Assessment Coordinator Name</u> SchoolID # _____			
Street: <u>Assessment Coordinator Address</u>			
City: <u>Anywhere</u> State: <u>CT</u> ZIP Code: <u>00220</u>			
SHIP TO: NCS PEARSON			
2510 N DODGE ST			
IOWA CITY IA 52245			
	(420) SHIP TO POSTAL CODE		
	Box _____ of _____		
	Box _____	(420) 52245	
UPS 2nd Day Air®		2	
TRACKING #: 1Z 659 01W 38 1004 675 3			
			
UPS Authorized Return Service™		02118612 12/990	
REF#:	2nd Day Air A.R.S. Tracking Number		REF #/DATE
	1Z 659 01W 38 1004 675 3		

B Arranging for UPS Pickup

If you are shipping from your home, there are three options for getting the boxes to UPS:

1. Take the packages to any UPS station, MailBoxes Etc., Office Depot, or other location that has a regular UPS pickup.
2. To arrange for a pickup at your home or other designated location, fax the Pickup Request Form from your bulk supplies to UPS at the following toll-free number: **1-877-899-3493**.
3. If you are unable to fax the form, call NCS Pearson, toll-free, at **1-888-627-6237** and they will arrange for pickup of your boxes. **Do NOT call the standard UPS toll-free number listed in the phone book.**

If you are staying at a hotel or motel that has a regular UPS pickup, you should give the boxes to the desk clerk to place with the other pickups. If the hotel or motel does not have a UPS pickup, you need to follow the procedures above for shipping from your home.

Review of Assessment Materials Received by NCS Pearson

When the NAEP materials arrive at NCS Pearson, receipt clerks will thoroughly review each shipment. The clerks will follow a standard set of specifications to determine if:

- All booklets (used and unused) are accounted for and the student ID labels are removed;
- The original (blue) version of the Administration Schedule (without names) is included;
- The original Roster of Questionnaires (without names) is included;
- The School Questionnaire, SD/LEP Questionnaires, and Teacher Questionnaires are transmitted as reflected on the Roster;
- ID numbers on the booklets match those on the Administration Schedule;
- Entries on the cover of each completed booklet are admissible and correctly coded; and
- The shipment is packed correctly.

If errors are detected that cannot be resolved at NCS Pearson, your supervisor will be notified and the AC and/or AAs will be called and asked to correct the errors (which can sometimes necessitate returning to the school). A memo on errors discovered will be sent to Westat by NCS Pearson. Westat will discuss errors with the supervisors so that corrective action can be taken, if necessary.



Report Assessment Results to Your Supervisor

It is critical that all ACs report to their supervisors on a regular basis. This means you should plan to have a telephone conference with your supervisor at least once a week. Your supervisor will be at the AC training in January to discuss your assignments and set a time for the weekly reporting call.

As you prepare for your weekly reporting call, you will want to make sure that your Log is fully up-to-date (see box on this page for a description of the Log). You should have all of your School Folders accessible in case your supervisor needs any information from them. You may want to keep a written, on-going list of nonurgent questions to discuss during this call.

The weekly telephone call with your supervisor will involve the following:

- The status of your preassessment calls;
- For assessments conducted during the previous week, your supervisor will need the information from the summary box of each Administration Schedule and the tracking numbers for the boxes that were shipped to NCS Pearson;
- For assessments in the upcoming week, your supervisor will want to review the schedule of AAs to be sure all assessments are properly staffed; and
- A discussion of any problems that arise.

If you have a question or issue that requires immediate attention, you should not wait for your scheduled call to contact your supervisor. If he/she is unavailable, you should contact your field manager or the Westat home office at 1-800-283-NAEP (6237).

The AC's Log of Schools

The AC's Log of Schools will help you schedule your activities and keep accurate records during the assessment period. The Log will contain a complete listing of all schools in your area in ID number order. Information provided about each school will include:

- The school name, principal's name, and school address;
- The number and type of assessment sessions scheduled at the school; and
- The assessment date.

There will be space on the Log for you to record information about each school as you work through your assignment, including:

- The date your preassessment call was completed;
- The date a makeup session is scheduled (if required);
- The date you mailed assessment materials to NCS Pearson and the UPS tracking number(s) for the boxes;
- The date you mailed the School Folder to your supervisor; and
- Any other notes pertaining to the school.

Your supervisor will give you your Log and instructions for using it at the AC training session in January.



Finalize and Ship School Folder to Supervisor

Within 24 hours of each weekly reporting call with your supervisor, you will need to ship the School Folders for assessments conducted during the previous week to your supervisor.

Before sending each School Folder to your supervisor, you should carefully check that the following materials are included:

- Photocopy of the final Administration Schedule for each session (without names);
- Photocopy of the final Roster of Questionnaires (without names);
- Call Log;
- Session Debriefing Form for each session; and
- Tracking number from the shipping label for each box of materials sent to NCS Pearson.

It is crucial that the School Folder contain all required information because Westat staff members will frequently refer to its contents during booklet processing and statistical checks.

Once the School Folder is complete, you will need to ship it to your supervisor via FedEx. There are two options for getting your package to FedEx:

1. Call to request a pickup time and location. The courier will come to your house, or other designated location, and pick up the package.
2. Drop your package off at any FedEx location.

To request a pickup time or to get a list of FedEx locations, call 1-800-GO FEDEX, or go to the web site at <http://www.fedex.com/us>.

You will need to obtain your own supply of FedEx labels to use for shipping the School Folders. You can request FedEx to deliver labels and envelopes to your home, or you can pick up a supply at any FedEx location.

An example of a completed FedEx shipping label is shown to the right. The labels will not be preprinted, so it is important that you enter the correct billing information on each label, as follows:

- In **Section 2**, labeled **Your Internal Billing Reference Information**, record the project charge code first and then a space and the project name: **7131.07.08 NAEP**.
- In **Section 7**, labeled **Payment**, check the **Third Party** box and then record the following number on the **FedEx Account No.** line: **1290-1574-8**.

To complete the remaining sections of the label, you should do the following:

- **Section 1:** Enter the date, your name, address, and phone number. (Leave the Sender's FedEx Account Number line blank.)
- **Section 3:** Enter your supervisor's name, address, and phone number.
- **Section 4a:** Check the **FedEx Priority Overnight** box.
- **Section 4b:** LEAVE THIS LINE BLANK.
- **Section 5:** Check the box for the appropriate size package you are sending.
- **Section 6:** Check the **No** box.
- **Section 8:** Discuss with your supervisor if he/she wants you to sign here, authorizing FedEx to leave the package at your supervisor's home in the event that he/she is not there to accept it.

Sample FedEx Domestic Airbill

FedEx USA Airbill FedEx Tracking Number **804690527506**

1 From (please print and press hard)
 Date 2/9/02 Sender's FedEx Account Number _____
 Sender's Name Assessment Coordinator Name Phone # AC Phone #
 Company _____
 Address Assessment Coordinator Address
 City Anywhere State CT ZIP 00220

2 Your Internal Billing Reference Information
 (Optional) (First 24 characters will appear on invoice) 7131.07.08 NAEP

3 To (please print and press hard)
 Recipient's Name Supervisor Name Phone # Supervisor Phone #
 Company _____
 Address Supervisor Address Check here if residence (Extra charge applies for FedEx Express Saver)
 City Anywhere State CT ZIP 00221

For HOLD at FedEx Location check here
 Hold Weekday (Not available with FedEx First Overnight)
 Hold Saturday (Not available at all locations) (Available for FedEx Priority Overnight and FedEx 2Day only)

For WEEKEND Delivery check here (Extra Charge. Not available to all locations)
 Saturday Delivery (Available for FedEx Priority Overnight and FedEx 2Day only)
 NEW Sunday Delivery (Available for FedEx Priority Overnight only)

Service Conditions, Declared Value, and Limit of Liability - By using this Airbill, you agree to the service conditions in our current Service Guide or U.S. Government Service Guide. Both are available on request. SEE BACK OF SENDER'S COPY OF THIS AIRBILL FOR INFORMATION AND ADDITIONAL TERMS. We will not be responsible for any claim in excess of \$100 per package whether the result of loss, damage, or delay, non-delivery, misdelivery, or misinformation, unless you declare a higher value, pay an additional charge, and document your actual loss in a timely manner. Your right to recover from us for any loss includes intrinsic value of the package, loss of sales, interest, profit, attorney's fees, costs, and other forms of damage, whether direct, incidental, consequential, or special, and is limited to the greater of \$100 or the declared value but cannot exceed actual documented loss. The maximum declared value for any FedEx Letter and FedEx Pak is \$500. Federal Express may, upon your request, and with some limitations, refund all transportation charges paid. See the FedEx Service Guide for further details.

Questions?
 Call 1-800-Go-FedEx® (800)463-3339

Form I.D. No. **0200** **Sender's Copy**

4a Express Package Service Packages under 150 lbs. Delivery commitment may be later in some areas.
 FedEx Priority Overnight (Next business morning)
 FedEx First Overnight (Earliest next business morning delivery to select locations) (Higher rates apply)
 FedEx 2Day (Second business day)
 FedEx Standard Overnight (Next business afternoon)
 FedEx Express Saver (Third business day)
FedEx Letter Rate not available. Minimum charge: One pound rate.

4b Express Freight Service Packages over 150 lbs. Delivery commitment may be later in some areas.
 FedEx Overnight Freight (Next business day)
 FedEx 2Day Freight (Second business day)
 FedEx Express Saver Freight (Up to 3 business days)
(Call for delivery schedule. See back for detailed descriptions of freight services.)

5 Packaging FedEx Letter (Declared value limit \$500) FedEx Pak FedEx Box FedEx Tube Other Pkg.

6 Special Handling (One box must be checked) (Do per attached Declaration) (Shipper's Declaration not required)
 Does this shipment contain dangerous goods? No Yes Yes (Shipper's Declaration not required)
 Dry Ice (Dry Ice, 9 UN 1845) _____ kg Cargo Aircraft Only
*Dangerous Goods cannot be shipped in FedEx packaging.

7 Payment
 Bill to: Sender (Account No. in Section 1 will be billed) Recipient (Enter FedEx Account No. or Credit Card No. below) Credit Card Cash/Check
 FedEx Account No. 1290-1574-8 Exp. Date _____
 Credit Card No. _____
 Total Packages _____ Total Weight _____ Total Declared Value* \$.00 \$
 Total Charges \$ _____

8 Release Signature Sign to authorize delivery without obtaining signature.
 (AC's Signature)
 Your signature authorizes Federal Express to deliver this shipment without obtaining a signature and agrees to indemnify and hold harmless Federal Express from any resulting claims.

322

Rev. Date 12/97 Part #153024 ©1994-97 FedEx PRINTED IN U.S.A. LSP/E 0399

REMAIN THIS COPY FOR YOUR RECORDS



Report Your Time and Expenses

The Field Time and Expense Report (T&E), shown on the following page, is to be used to record hours worked each day, the number of miles driven between schools and your home, and any other expenses that relate directly to your assessment duties. It is your responsibility to complete this form accurately and submit it on schedule to your supervisor.

ACs should report 8 hours for each nonweekend day on the project, as specified in their Fieldworker Agreement.

AAs will be paid for 8 hours each day during the assessment period and for actual hours worked before then, as specified in their Fieldworker Agreement. This includes time spent at schools, travel time between schools and home, and any other work relating to the assessment that you may be asked to do.

Overtime (more than 40 hours per week) for both ACs and AAs will be allowed **only** under special circumstances and must be approved in advance by your supervisor and field manager.

ACs and AAs will be reimbursed for all **authorized** expenses incurred during the assessment period. Allowable and nonallowable expenses are listed on pages 5.13-5.14. In general, a receipt should accompany all expenses listed on the T&E. Of course, for certain expenses such as mileage or parking meters, it will be impossible to get a receipt.

Westat has recently redesigned the T&E. This new form is to be used by all field staff (supervisors, ACs, AAs, etc.) effective September 20, 2001. An example of a completed T&E is shown on the following page.

The Field T&E has five copies:

- Payroll copy (White);
- Accounts Payable (A/P) copy (Green);
- Field Director copy (Canary);
- Supervisor copy (Pink); and
- Employee copy (Gold).

Each copy is a different color and is reproduced on pressure-sensitive paper that requires no carbon paper. For this reason it is important that you be careful to write on only one set of T&Es at a time. You should use a black or blue ballpoint pen and press firmly. You may keep the last (gold) copy for your records.

Never record names (other than your own) or notes anywhere on a time sheet. If you have a comment you would like to send to your supervisor or the home office, you should paper clip it to your timesheet.

Completed Field Time and Expense Report

WESTAT An Employee-Owned Research Corporation <small>1850 Research Blvd. • Rockville, MD 20850 • 301 251-1500</small>		FIELD TIME AND EXPENSE REPORT																																																																																																																																																																																																																																																						
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This report will not be processed unless this section is completed. I certify that the information on this form is accurate and that during the week described above I have <input type="checkbox"/> have not <input checked="" type="checkbox"/> charged Westat for more than 40 hours. If more than 40 hours, I was authorized by (NAME) _____ and worked _____ additional hours. * Or more than 8 hrs/day in AK, CA, or NV.																																																																																																																																																																																																																																																								
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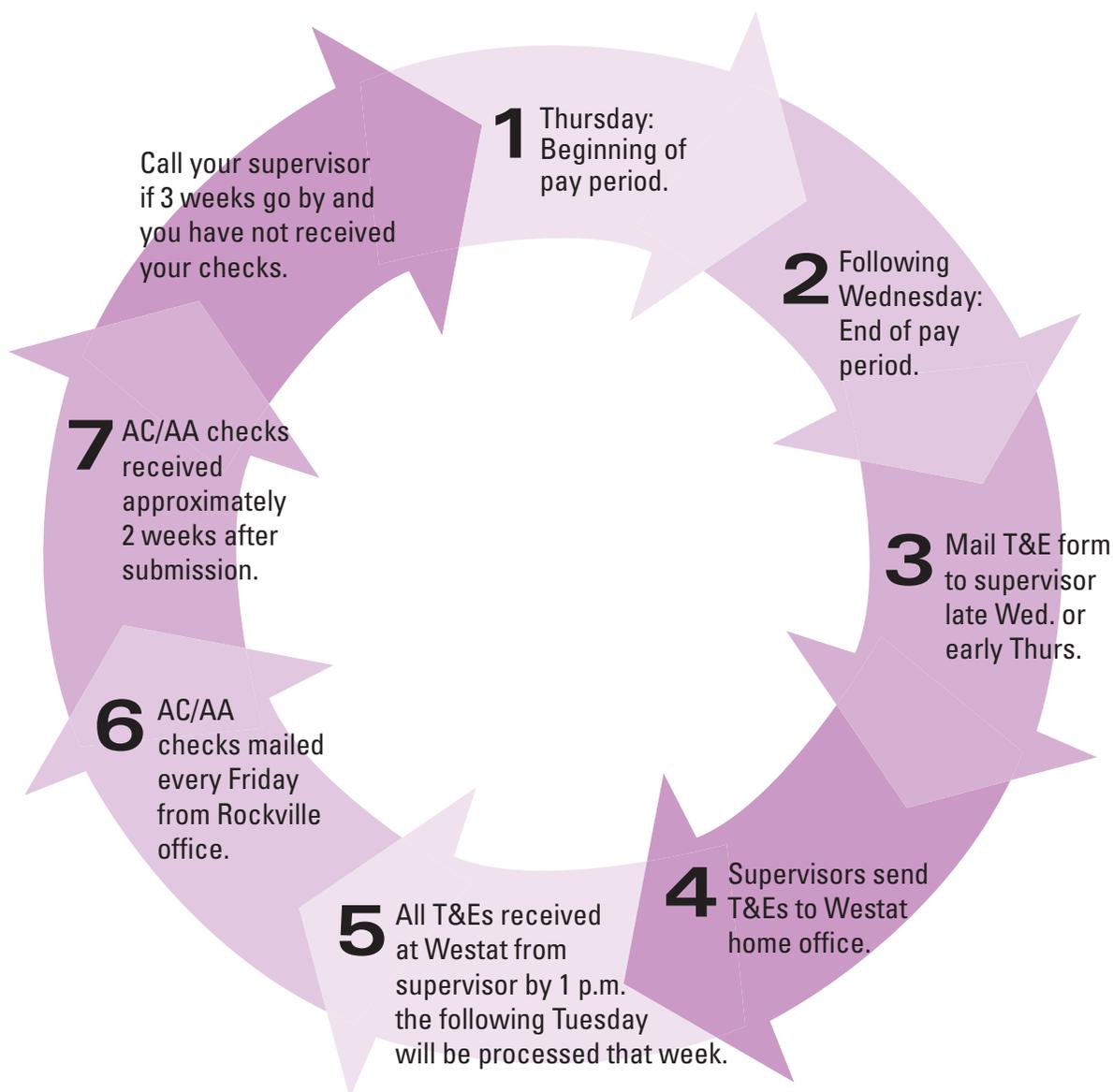
You need to submit your T&E on a weekly basis. Westat will not pay you for hours worked that are submitted more than 30 days after the work is performed or for expenses that are submitted more than 45 days after the costs are incurred.

Each pay period begins on Thursday and ends on the following Wednesday at close of business. You must submit your T&E in accordance with this schedule; that is, each report must show the Thursday starting date and must include only time worked between that date and the field work week ending date. After finishing your work on Wednesday, all columns should be tabulated, and the summary section on hours, mileage, and expenses completed.

The first four copies of the T&E should be mailed to your supervisor on late Wednesday or early Thursday. Westat's accounting system issues time and expense checks only once a week on Friday. T&Es received at the home office by 1 p.m. on Tuesday will be paid with the payroll checks issued that Friday. Therefore, it will take approximately 2 weeks, from the time you submit your T&E to your supervisor, until you receive your

check. If you have not received your check in 3 weeks, you should let your supervisor know. Checks are mailed every Friday from Westat's main office in Rockville, Maryland. You will receive two separate checks or notifications of deposits: one for hours worked and one for mileage and expenses. The graphic below illustrates this process.

Payroll Process



Identifying Information – Top Section

You need to be sure to print the following information across the top of your T&E:

- **WINS # (Westat Information Number System):** Using WINS numbers has replaced the old convention of using Social Security Numbers on Westat T&Es. All T&E transactions will be linked through your WINS number. Each Westat field employee will be assigned a WINS number after all personnel paperwork is completed and handed in. If you have not yet received your WINS number from Westat, contact your supervisor immediately.

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WINS #: W -

- **Name:** Print your legal name, being sure to notice order: Last Name, First Name, Middle Initial.
- **City/State:** Record the city and state of your residence. This is for identification purposes only; it is not necessarily your mailing address. If you have a new address, make sure you notify your supervisor immediately to ensure that the proper paperwork is submitted to the home office. The address on the T&E will **NOT** update the address to which your check is mailed.

FIELD TIME AND EXPENSE REPORT

Please Print

Name:

Last First M.

City/State: /

City State

* NOT F

- **Period Ending Date:** Enter the Wednesday date that ends the T&E week.

PERIOD ENDING DATE: Wednesday

 - -

Month **Day** **Year**

Time - Middle-Left Section

Hours Worked: Time is reported for each work day. You need to record the month and date for each day of the week. Each AC and AA will charge for 8 hours per day, 40 hours per week during the field period.

Time should be recorded separately for field work and travel as follows:

- **FW (Field Work):** Include all time spent:
 - Conducting preassessment calls with school coordinators (**ACs only**);
 - Conducting assessments in schools;
 - At the school preparing for the assessment and reviewing, editing, and coding completed booklets and other assessment materials following the assessment;
 - Meeting with your assessment team members;
 - Meeting with and reporting to your supervisor; and
 - Doing other tasks as requested by your AC or supervisor. These may include sampling or other preparations for the assessment activities.
- **T (Travel):** Include the time spent traveling between your home and the location of your assessments by personal car or mass transportation.

There is space to record time associated with field work and travel for four different charge codes. Because you will be using only one charge code for NAEP, record time on only the first set of lines in this section of the T&E.

Miles Driven: Record the miles driven each day in the bottom box in the daily column. At the end of the week, total the daily miles driven and enter the total amount in the right hand box designated **MILES DRIVEN (B)**.

At the end of each day, total the number of hours worked for the day. At the end of the week, enter the total number of hours worked across all rows and columns and then total the hours worked across all project charge codes and enter this number at the bottom of the total column in **TOTAL HOURS (A)**. The sum of the hours entered in the total column should match the sum of the hours entered in the daily row.

Production Report: DISREGARD THE PRODUCTION REPORT SECTION FOR THIS PROJECT.

Enter time to the nearest .25 hour (ENTER MONTH and DATE)								Total	Project Name
THU	FRI	SAT	SUN	MON	TUE	WED	Charge Code:		
M/D	M/D	M/D	M/D	M/D	M/D	M/D			
/	/	/	/	/	/	/			
*FW								Project Name	
*T								Charge Code:	
*FW								Project Name	
*T								Charge Code:	
*FW								Project Name	
*T								Charge Code:	
*FW								Project Name	
*T								Charge Code:	
HOURS							(A)	TOTAL HOURS:	
MILES							(B)	MILES DRIVEN:	
Production Report									

FW: Field Work (all time spent working)

T: Travel (time spent traveling between your home and your work assignment)

Total Hours (per pay period)

Total Miles Driven (per pay period)

Hours Worked (per day)

Miles Driven (per day)

Expenses - Middle-Right Section

This section of the form is used for submitting allowable out-of-pocket work expenses. For any expense over \$1, a receipt is required. All receipts should be stapled to the right-hand side edge of the top (white) copy of the time sheet.

Similar to reporting your hours worked, expenses can be reported for up to four charge codes. Again, you will be using only the first row for NAEP. Expenses must be reported by category across the row and totaled at the end of the row. It is also necessary to total down the columns.

Respondent Incentives: DISREGARD THIS COLUMN FOR THIS PROJECT.

Copying: List any copying expenses.

Telephone: During the course of the project, you may be required to make some long distance calls to your supervisor or to schools. When reporting telephone expenses, enter the amount on the T&E along with a copy of your telephone bill. Your statement should have all calls highlighted for which you are requesting reimbursement. No long distance expenses will be reimbursed without a copy of the bill. If a pay phone was used, indicate that on your T&E as **pay phone** and no receipt is needed.

Supplies: List any preapproved supply expenses.

* NOT FOR OUT-OF-TOWN TRAVEL *

SUMMARY OF EXPENSES BY PROJECT CODE								
SUPERVISOR'S	Respondent Incentives	Copying	Telephone	Supplies	Postage	Other Specify:	Mileage Allowance (FLDLOC)	Total Expenses Including Mileage:
	(DRESPI)	(DCOPY)	(DTELE)	(DSUPP)	(DPOST)	(FLDOTH)	@ _____ per Mile	
							_____ Miles \$ _____	
							_____ Miles \$ _____	
							_____ Miles \$ _____	
Totals:							_____ Miles \$ _____ (B)	

Annotations:

- Total Expenses (per row) Including Mileage:** Points to the rightmost cell of each row.
- Rate per Mile:** Points to the "per Mile" field in the Mileage Allowance column.
- Mileage Allowance (number of miles and dollar amount at above rate per mile):** Points to the "Miles" and "\$" fields in the Mileage Allowance column.
- Total Expenses (per column):** Points to the "Totals" row.

Postage: List any postage expense you may have incurred. Expenses for purchasing stamps to mail to your supervisor or the home office is an allowable expense. Be sure to obtain a receipt from your post office. All FedEx shipping will be charged directly to Westat by indicating it on the shipping label. If there are circumstances where you ship using a carrier other than FedEx, Westat will reimburse your postal expenses. Submit the expenses on the T&E with a receipt attached.

Other: List the name and amount of each miscellaneous expense that you are claiming. If you incurred more than one miscellaneous expense, list and record the amount in the next box in the column. Then total the miscellaneous expenses and circle the total.

Allowable **other** expenses include:

- **Tolls.** Tolls or road fees on bridges, expressways, tunnels, etc., are acceptable and should be shown on the T&E with attached original receipts.
- **Parking.** In congested urban areas where free parking is not available, Westat will pay for parking. To obtain reimbursements for parking, enter charges on your T&E and attach the original receipt. If metered parking, indicate on your T&E as *Parking Meter* and no receipt is needed.
- **Travel by Mass Transportation.** Fares for bus, subway, and other forms of mass transportation used on official business are allowable expenses. Indicate the number of trips on a single day.

You will **NOT** be reimbursed for the following expenses:

- Meals (except as allowed in special circumstances by advance agreement with your supervisor);
- Fines — Westat assumes no responsibility for payment of fines, such as traffic tickets, towing, or other indebtedness of ACs or AAs caused by their own violation of laws or errors in judgment;
- Car repairs, car upkeep, or car insurance;
- Taxi fares (unless supervisor approved); or
- Pager fees or cellular phones.

Mileage Allowance: Mileage is paid at the rate of 34.5 cents for each mile driven on NAEP business. Enter the mileage allowance (34.5 cents) at the top of the column. Enter the total miles driven on the **Miles** line for each charge code. Multiply the total miles driven by 34.5 cents to arrive at the reimbursement amount line (\$___). Round up to the nearest whole cent. Total the number of miles and reimbursement amount at the bottom in the **Totals** row. Total miles in the expense total (B) must match total miles in the **Miles Driven** column (**B**).

Total Expenses: In the final column, total all expenses by charge code. Then total all expenses for a category of expense at the bottom of the column.

Type of Pay - Bottom-Left Section

Type of Pay Rate: Enter your pay rate on the **Special Rate** line. It is very important that you correctly enter this information.

Hours: Transfer the total number of hours from the time reporting section (left of page) to the hours line next to your pay rate. Total the hours on the **Hrs. Total** line **(A)**. This total should match the **Total Hours (A)** in the time section of the report.

Amount: Multiply the hours by your hourly rate to compute the total amount earned.

Pay Total: Total your pay amount on this line.

Other: DISREGARD THIS SECTION OF THE T&E FOR THIS PROJECT.

Grand Total: DISREGARD THIS SECTION OF THE T&E FOR THIS PROJECT.

Page **of** : DISREGARD THIS SECTION OF THE T&E FOR THIS PROJECT.

KEY	TYPE OF PAY	RATE	HOURS	AMOUNT
	Base Rate	\$ _____	X _____	= \$ _____
	Special Rate	\$ _____	X _____	= \$ _____
	Supervisor Rate	\$ _____	X _____	= \$ _____
			(A) HRS. TOTAL	PAY TOTAL
	Other	\$ _____	_____	\$ _____
		\$ _____	_____	\$ _____
			GRAND TOTAL:	_____

Should Match
(B) These Miles
Should Match

Page of

Hours Total (enter total amount of hours here)

Pay Total (enter total pay amount here)

Special Rate line (enter pay rate here)

Payroll Authorization - Bottom-Right Section

Home Office Authorization: This area is for office use only. Do **NOT** make any entries.

Payroll Authorization: This must be completed and signed before the T&E can be approved and paid. You must not work more than 40 hours a week without authorization from your supervisor. Enter the date the reporting week began and check whether you **have** or **have not** worked more than 40 hours. If you have worked more than 40 hours that week, provide the name of the person who authorized the overtime and the number of extra hours you worked. In all cases you must sign this box. Your T&E will not be processed unless this section is completed and signed in ink. Use only dark blue or black ink. Do **NOT** use pencil or red ink.

Copies: Send only the first four copies to your supervisor. Keep the final gold copy for your records.

HOME OFFICE AUTHORIZATION	PAYROLL AUTHORIZATION
<input type="checkbox"/> Base <input type="checkbox"/> Special <hr/> Overtime Hours <hr/> Signature <hr/> Date	<p>This report will not be processed unless this section is completed.</p> <p>I certify that the information on this form is accurate and that during the week described above I have <input type="checkbox"/>, have not <input type="checkbox"/>, charged Westat for more than 40 hours. If more than 40 hours, I was authorized by (NAME) _____ and worked _____ additional hours.</p> <p>* Or more than 8 hrs/day in AK, CA, or NV.</p> <p style="text-align: right;">_____ (EMPLOYEE'S SIGNATURE) (DATE)</p> <p>----- For Supervisor: I have reviewed and approved this T&E report. -----</p> <p>_____ (SUPERVISOR'S SIGNATURE) (DATE) _____ (SUPERVISOR'S SIGNATURE) (DATE)</p>

COPIES: WHITE: PAYROLL GREEN: A/P CANARY: FIELD DIRECTOR PINK: SUPERVISOR GOLD: EMPLOYEE

Sign & Date Here

B

Reporting Travel Expenses

The work of most ACs and AAs will not require overnight travel. However, for those whose assignments do necessitate overnight travel, the Trip Expense Report (TER) is used to report expenses associated with out-of-town travel for reimbursement. The TER and the Westat travel policy are described in the Travel Guide provided as Appendix F.