

**SPC/FFA REGIONAL OBSERVER
ADVANCES and CLAIMS FORM**

**FORM
SUP-4**

REV DEC. 2016

OBSERVER NAME	VESSEL NAME	IRCS	PAGE OF
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ADVANCES

Advance Claim Ref No.		NAME OF OBSERVER PROGRAMME or FISHING COMPANY MAKING ADVANCE	NAME OF PERSON PROVIDING ADVANCE	SIGNATURE (of person making advance)	State TYPE of ADVANCE (i.e. cash /other)	Curr-ency	Amount
ADV #	Observer Trip ID No						
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

OBSERVER EXPENSE CLAIMS FOR REIMBURSEMENT

Claim item [number (#) each receipt]		Curr-ency	Amount	Claim item [number (#) each receipt]		Curr-ency	Amount
EXP #	Description			#	Description		
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			

Tick one box only:

Please make payments to:
(payee's name)

.....
observer's signature

.....
(bank) (branch) (account number)

Please arrange for funds to be available on presentation of passport

Written report and on Register
data was sent by: (hand carried, courier, express mail, etc.) (date) ed mail

I certify that the expense claims and dates of travel and sea days are a true account of expenses and dates of travel; and I verify that my independent report and data collection is a true and correct record of my observations onboard the vessel

SIGNED: Date:

Notes on FORM SUP-4

New for 2016: All advances received by an observer must be filled in on this form.

Advances will not be reimbursed unless the advances are fully documented on this form and signed off.

ADVANCES

Advance Claim Reference Number	The advance claim reference number is a mixture of a 'claim' number and the observer trip id number. Combined these numbers help to uniquely identify each observer advance so it can be reimbursed to the person that made the advance. In the future advances will not be reimbursed if they don't have the advance claim reference number. It is important that you notify the person making the advance of the number and get them to sign the form. See below. If possible make sure they get a photocopy of the form after they have signed it. Example of an advance claim reference number : ADV #1: ELE 15-07
NAME OF OBSERVER PROGRAMME or FISHING COMPANY MAKING ADVANCE	State the name of the observer programme or the fishing company that provided the advance. You should include the full contact details for the fishing company in your journal. Remember to record the full mailing address and the email and phone number in the journal.
FULL NAME OF PERSON PROVIDING THE ADVANCE	Clearly record the full name of the person that gave you the advance.
SIGNATURE (of person making advance)	You must get the signature of the person who made the advance. In future the person or their observer programme or fishing company will not be paid back the advance if this form is not filled in. If the advance was sent from overseas your Observer Coordinator must sign the form.
TYPE OF ADVANCE	State if you received cash, traveller's check or a bank transfer.
CURRENCY	State the currency that was received (i.e US for US dollars, YEN for Japanese yen, FJ for Fijian dollars etc)
AMOUNT	State the amount that was received in figures to two decimal places.

OBSERVER EXPENSE CLAIMS FOR REIMBURSEMENT

1. All receipts should be dated and have the name of the company clearly indicated. A cash register receipt must be clear and have the item purchased listed on the receipt if this is not available ask for a hand written receipt with company name on the receipt. Remember to record what the currency is on each receipt.
2. If no receipts are available (e.g. taxis) list these items on a sheet with full details, dates and currency and sign the sheet.
3. Make sure all claim receipts are numbered and are placed in a separate envelope along with used and/or unused airline tickets. Send the envelope with work books. **Under no circumstances send anything by normal or surface mail**
4. Observers are able to claim work related taxi/bus fares, airport tax, safety deck boots, helmets, etc. If you are not sure if you can make a claim for an item, put a claim in and your coordinator will assess the claim.
5. Safely package (preferably in a padded envelope) data and workbooks, the envelope containing receipts, photographs and/or any other items and make sure they are hand carried, sent by Courier, or sent by Express Registered Air-Mail. Normal or surface mail can take months and will delay final payment. All costs of sending the packages by courier or express mail are refundable. – **UNDER NO CIRCUMSTANCE MAIL THESE ARTICLES BY NORMAL OR SURFACE MAIL** –
6. Fax a copy of this form to your main office or as advised by your coordinator. Send the original copy with the receipts.
7. Although DSA (per diem / travel and accomodation allowances) cover accommodation copies of hotel/motel receipts that show clearly the dates stayed, must be sent in. Do not send in receipts for food purchases or personal items.