



March 25, 2020

Memo to All Field Enumerators & Supervisors Regarding Cell Phone Reimbursement

Effective March 25, NASDA and NASS are implementing further guidance for Field Enumerators and Supervisors regarding cell phone reimbursement.

During the current situation with the coronavirus (COVID-19), field enumerators and supervisors are being asked to conduct survey assignments by phone instead of making person-to-person interviews with respondents. We appreciate your stepping up and continuing to provide our important data collection services to American agriculture.

All field enumerators and supervisors who are actively working can claim cell phone reimbursement for **each pay period they are assigned phone work, instead of on a monthly basis.**

- Cell phone reimbursement rates have not changed, however the frequency of reimbursement has been temporarily increased.
- Each field non-supervisory enumerator will be able to claim a total of \$12 for each pay period they are assigned phone work.
- Each field supervisory enumerator will be able to claim a total of \$30 for each pay period they are working.
- The reimbursement should be listed on your time sheet submitted for the reference pay period as you normally would.
- The reimbursement should be assigned to the project code representing the greatest number of hours for that pay period.

This guidance will be reevaluated as we continue to monitor survey assignments and the COVID-19 situation. Thank you for your efforts during this challenging time.