

## Information to field workers at CEC 2020

### The coordinator's administrative responsibilities:

- Ensure that employment, bookings and purchases are made in accordance with the regulations.
- Make a risk assessment regarding to the field work.

### The field workers administrative responsibilities:

Read and follow the instructions in an e-mail along with login details to Primula.

- Log their hours, trips and expenses.
- Save all receipts for expenses and fuel.
- Report hours, trips and expenses in Primula.

### Field plan

The coordinator should write a concise field plan, which can be used as a verification for travel bills and invoices.

It shall contain the following information:

- Which job to do
- Where to do the job
- Which time period
- Who is involved in the work
- If rental cars are needed and if so what type of car
- If materials need to be purchased from parties other than contracted suppliers and if so what it will be used for

### HR administration: Select/employ coordinator and field assistants

- Information about coordinator for the fieldwork and hourly employed field assistants *shall* be given to HR administrator **at least one week** before the fieldwork begins.  
Fill out all the information in the following form and email it to the human resources manager:  
[Se formulär för detta på hemsidan!](#)
- Inform the assistants about current rules and regulations and their own responsibilities.
- Check each assistant's time sheet and expense report so that they are accurate both in terms of time, expense and coding and that supporting documents confirming that the expenses are work-related are attached. If the reports are not correctly coded, the payment of the salary/compensation will be delayed!
- Certify time reports and expenses on request from administrator.
- Inform the administrator of travel bills and time reports about *who approves the reports during which weeks*. There always have to be someone on hand who can approve of the reports.

### Working time

- The work shall as far as possible be carried out Monday to Friday, between 7 am and 7 pm.
- The work is limited to 8 hours per day.
- Anyone who *chooses* to do the work at *another time*, receives salary for the hours but *no compensation for inconvenient working hours*.
- If work at an *inconvenient* time is *ordered*, compensation for this will be paid.
- Anyone who works *more than 8 h/day*, receives ordinary salary for the extra hours.

## Report of working hours

The assistant shall report her or his hours in **Primula**.

- The name of the coordinator must be on the report.
- One report per every month.
- Correct accounting: cost center – activity – area of activity (check with your coordinator)
- Half an hour's lunch should be deducted if the working time exceeds six hours.
- No compensation is paid for overtime or inconvenient working hours, but only ordinarily hourly wage. Talk to your HR administrator about reporting this in Primula!
- Assistants who share a car must state the same number of hours for today's fieldwork
- Hours outside today's fieldwork should be explained (eg. reporting, registration, etc.).

## Insurance

Everyone who is employed by LU is covered by a workplace insurance – also in the field.

## Staying in the fields

When you perform your fieldwork in *another place situated far from Lund*, you may be forced to stay there for a period. The hotel is then regarded as “work/Ecology building” and all your trips to the locals is made on working time.

Trips to and from this place is paid by the university.

Extra trips to your home while in field is regarded as private. They have to be paid privately and must be carried out outside working hours.

*Ordered* home trips, f ex in the period between two fieldwork periods, are paid by the employer.

## Reimbursement of expenses

*Car trips*: Use the expenses/car allowance form in Primula and always attach a supporting document, which shows that the trip is work related and not private. We must do this to counter corruption and to prevent anyone from being subsequently accused of cheating or wrongdoing.

*Verifications/supporting documents* should be a *short field work description*, where the project leader describes and approves rental cars, purchasing of material, trips and accommodations etc.

*Other expenses*:

Attach documentation to rental cars, paid for in private.

If purchases have been made from a non-contractual supplier, please state a reason for this.

## Travel bill

All business trips must be reported in Primula.

*Allowance* is paid for travel if both of the following conditions are met:

- An overnight stay is included (> 50 km from home or workplace)
- Destination > 50 km from home and workplace

*Allowance for one-day business* is paid if the following conditions are met:

- Working day longer than 6 hours
- Destination > 50 km from home and workplace

*Meal deductions* on the allowance must be made when a free meal has been obtained (paid by CEC).

## Rental cars

Check well in advance if the contracted suppliers can offer ***suitable cars for our purposes*** (that is cars that are allowed to get dirty inside and be driven on bad roads). First and foremost a car should be rented from the contracted suppliers, but if the likelihood of the car getting dirty or damaged during the field work is high, then this is an *acceptable reason* to rent a less delicate car from another car company. Please note that the car must be *as environmentally friendly as possible!* We have tough demands on our contracted suppliers and basically the same requirements apply if you hire from another company.

#### **Procurement of rental cars for a longer period**

If none of our contractors have a car that fits our purpose, then you can rent from another company of your choice. In the case of long-term leasing, *a direct procurement must be made* with the competitive exposure of three companies. Ask the purchasing manager for help with this!  
Also, keep in mind that that process takes a little extra time!

Please note that *bypassing contracted suppliers without cause can have legal consequences*.  
*Avoiding procurement* can also mean punishment from the Swedish Competition Authority.

#### **In other words;**

If equipment is to be transported in the car, and there is a *bigger risk that the car will be very dirty or damaged in some way*, then we recommend that you rent from Hyrbilsdepån in Malmö (formerly Rent A Wreck), whose cars also have *insurance for damage to the car's interior*.

If a finer car is rented from the contracted suppliers and *there is a bigger risk of dirt or damage internally*, then we must buy a special insurance for any damage inside the car!

#### **Short time rental:**

E-mail your request about *a suitable car in turn* to supplier no 1, 2 and 3.

- 1) First Rent A Car AB (Hertz)
- 2) Nordic MasterCar (Sixt)
- 3) Europeisk biluthyrning AB (Europcar)

*Select the supplier that is highest up in the list*. Unfortunately it is not allowed to rent from another just because they have a lower price.

If none of our contracted companies have a suitable car, then you can rent from another optional company.

#### **Long time rental:**

E-mail the car request to supplier no 1, 2 and 3. First Rent A Car AB (Hertz)

- First Rent A Car AB (Hertz)
- Nordic MasterCar (Sixt)
- Europeisk biluthyrning AB (Europcar)

*Choose the supplier whose car and price suit you best*.

If none of our contractors have a car that fits, then you can rent from another optional company.

#### **Transport vehicles – a simpler, not delicate passenger car, minibus, light truck, pick-up, van and similar**

There is currently no agreement about this.

#### **Fuel**

Contracted suppliers are

- 1) Circle K
- 2) Ok-Q8
- 3) Preem

We have three business cards on OK-Q8 and one account on Circle K. The cards are stored at Åsa-Katrin Erlandsson's office (We can order more if needed.).

At **OK-Q8** you refuel as usual and pay with the card.

At **Circle K** you have to tell the cashier that there is a card stored at the station and state your cost center when paying. The card is linked to the Small Biotop project at Biology. Contact Björn Klatt at the Department of Biology about your receipts and invoices.

Note that *every receipt must be saved* for reconciliation of the invoice!

*IF you can't get hold of a business card or have an unreasonably long way (ca 10 km) to the nearest OK/Circle K or Preem station, you can refuel at any gas station. Just save the receipt and report as an expense.*

*Documentation* for the invoice shall be a short field plan, where the coordinator has approved of rental car use, housing etc.

### **Parking ticket**

Ask Åsa-Katrin Erlandsson to order the parking ticket for the project from LU-park.

### **Private car**

If someone is driving their own car, that person must note which routes he or she has driven and the total distance.

If your own car was *the only vehicle alternative* – *Note that the coordinator must approve of this!* - you can request full mileage afterwards, ie both tax-free and taxable part, of 36 kr /mileage.

If the use of your own car was not necessary, only half the compensation, the tax-free portion, of 18 kr/ mileage, will be paid.

### **Accident, damage, parking ticket**

- In case of damage to the rental car (eg in the event of a puncture), the rental company should be contacted. They will then recommend a workshop and the repair will be invoiced through the rental car company.
- If you happen to damage your *private car*, the *insurance deductible must be paid privately*. The university is not allowed to pay a private deductible even if the car is used during work!
- Any *parking fines* must also be paid privately.

### **Material**

When purchasing materials, primarily *contracted companies in Proceedo* should be used. The consequence of breaking this rule is that the contracting companies can sue Lund University for breach of contract, which can be expensive. Many companies are careful that LU does not deviate from the agreements.

### **Contracted suppliers for materials are 2020**

- 1) Chemicals – Fisher Scientific GTF, Sigma-Aldrich, VWR, Saveen & Werner
- 2) Electrical Materials - Elektroskandia AB
- 3) Tools – No contracted supplier at the moment.

Everything can be purchased from any supplier *if you don't find it in Proceedo*.

### **Insurance of equipment**

All equipment is insured at Kammarkollegiet (Swedish Chamber of Commerce).

The insurance's deductible is at least 47 300 kr.

**Payment (invoice, credit card, private)**

Contracted suppliers always send an electronic invoice to Proceedo (a condition of the agreement).

If you shop via the internet, you should ask for e-invoice (statutory for public sector in the EU).

If you need to make a larger purchase in a store, you can get a requisition from Åsa-Katrin, so that the cost hopefully can be invoiced.

CEC has a credit account (like a card) and Åsa-Katrin can help you pay in an online store if needed.

The last option is to shop in a store and pay privately.

**Other**

In order to increase the visibility and reduce the risk of misunderstanding during field work, we recommend that all field workers use decals and clothing that distinguish us from others.

*Magnetic stickers* with LU logo should be put on all car doors. Decals can be found at Åsa-Katrin Erlandsson or ordered from MediaTryck.

*Caps or T-shirts* with LU logo can be purchased in the university's profile shop on behalf of the department.

*Weather-resistant CEC-labels* to make clear that the field equipment belongs to LU/CEC, are available from the purchasing manager.