

# **CPMM COORDINATORS' TRAINING**

## **Administrative Matters**

25 February, 2011

Chongqing, PRC

# New Memorandum of Understanding

- Effective August 2010
- TCD Submission
  - Maximum of 30 TCDs per month
  - Deadline for Submission: 15<sup>th</sup> of the following month. TCDs submitted after the deadline will not be reimbursed unless an acceptable justification is provided.
  - Only fully completed TCDs will be accepted
  - 7 days re-submission of erroneous TCDs
  - Completeness and acceptability of the TCDs are to be determined by the International CPMM Consultants

# New Memorandum of Understanding

- Payment Method
  - Reimbursement Basis
  - Rate per TCD is provided in Attachment B of the MOU
  - Only “ACCEPTABLE” TCDs are to be paid

# New Memorandum of Understanding

- Record of Expenses
  - Associations should maintain record of expenses and complete supporting documents (*with English Translation*)
  - Subject for review by the International CPMM Consultants who assume the ADB audit responsibilities
  - ADB funding observes strict accountability principles and association expenses are subject to possible audit by ADB

# Reimbursement Procedures and Requirements

## Preliminary Requirements:

- No pending liquidation
- No outstanding advance.



# Reimbursement Procedures and Requirements

To reimburse the cost of TCDs, the following requirements should be submitted to ADB:

- **Invoice** (Original copy and signed by association's representative)
- **Summary of Expenditures** (Original supporting documents are to be kept by the association)
- **International Consultants' Approval**

by  
itative  
CAREC  
Central Asia Regional Economic Cooperation

# SUMMARY OF EXPENDITURES

- Maintain record of expenses using Form 13 (Summary of Expenditures)
- Supporting Documents Needed
  - Receipts or proof of payment to drivers
  - Bus tickets and hotel receipts
  - Acknowledgment receipts of trainor
  - Used Air Tickets/ Train Tickets



# FORM 13: SUMMARY OF EXPENDITURES

Attachment C

## FORM 13 SUMMARY OF EXPENDITURES

RETA No: 6437

Project Name: Integrated Trade facilitation Support for CAREC

Summary of Expenditures  
For the period: \_\_\_\_\_

Item No.	Description of Goods and Services	Payee	Date of Payment	Amount Paid in Local Currency	US Dollar Equivalent	Remarks

Total

It is hereby certified that the above amounts have been paid for the proper execution of the Technical Assistance activities, all within the terms and conditions of the Technical Assistance Agreement.

All supporting documentation substantiating these expenditures are attached.

Name and Signature  
Team Leader

Name and Signature  
Project Director or Manager

# SUMMARY OF EXPENDITURES

- Associations are not required to submit the supporting documents to ADB, only accomplished FORM 13.
- The international consultants will review the association's record of expenses during field visits.

**THANK YOU!**