



United States Agency for International Development
West Bank and Gaza Mission

May 10, 2002

To all USAID Contractors and Grantees:

REF: 2002-WBG-006

Please be advised that, effective April 21, 2002 Jerusalem has been designated as a danger pay location and a danger pay allowance of 15% over basic compensation has been approved. For employees to be eligible they must spend four hours or more in a designated danger pay location. Time starts when an employee crosses the border into the danger pay location and ends when the employee returns across the border. As danger pay is paid above basic compensation, it is only paid during the normal workweek and not when an employee is already being compensated at a premium pay rate. For the administrative purposes of paying this allowance, time spent in Jerusalem is defined as starting at the city limits of Jerusalem. Time out is exiting the city limits of Jerusalem.

The 25% danger pay allowance, as authorized in August of 2001, for the West Bank and Gaza is still in effect. For the administrative purposes of paying this allowance, time spent in the West Bank is defined as starting at the checkpoint closest to Jerusalem or closest to Greenline Israel when headed into the West Bank (e.g., from the Dahiet Al-Barid checkpoint going towards Ramallah, the Maale Adumim/Hwy 1 checkpoint en route Jericho, or the Beit Jala/Hwy 50 checkpoint into Bethlehem). Time out from the West Bank is the final checkpoint before crossing back into Jerusalem or Greenline Israel.

At present, expatriate employees are eligible for this danger pay compensation. It is imperative that each Contractor maintain detailed logs of their travel into and out of Jerusalem and the West Bank & Gaza in order to adequately account for this additional requested compensation. While we will leave it up to the individual Contractors as to how they will account for this time, please note that this expense will be subject to audit in accordance with the appropriate clause in your Contract vehicle.

Should you have any further questions regarding this matter please do not hesitate to contact your Cognizant Technical Officer or your Contracting Officer.

Sincerely,

Leonel T. Pizarro
Contracting Officer



U. S. Agency for International Development
West Bank & Gaza Mission
American Embassy
71 Hayarkon Street, Tel Aviv
Tel: 972-3-511-4848 / Fax: 972-3-511-4888
Website: <http://www.usaid.gov/wbg/>

Memorandum

DATE: June 25, 2002
TO: USAID Contractors and Grantees
FROM: Leonel Pizarro, Contract Officer
SUBJECT: Submitting Payment Requests to USAID

USAID/West Bank and Gaza is changing the procedures to be followed when submitting payment requests for processing. These changes are part of an overall plan to improve the efficiency and responsiveness of our Financial Management Office. If, however, you receive your payments through the Letter of Credit mechanism in Washington, the new procedures do not apply.

Effective immediately, there are two options available for submitting voucher payment requests to USAID, 1) as an Email attachment, or 2) by fax.

By Email

Vouchers may be sent to USAID West Bank and Gaza as an Email attachment. To do so, the entire document must first be scanned into PDF format and then attached to an Email message. The internet address to use for this option is wbgvouchers@usaid.gov. If this option is used, an automatic confirmation will be returned at the time the email document is opened.

By Fax

Vouchers may be sent to USAID/West Bank and Gaza via Fax. To do so, the entire document, including all required attachments, must be sent using a facsimile machine. The telephone number that **MUST** be used to send a Fax voucher is **972-3-516-6315**. The normal USAID fax number **SHOULD NOT BE USED FOR THIS PURPOSE**.

VAT Receipts

Original VAT receipts are required to obtain refunds of the VAT paid. Therefore, the VAT receipts will continue to be sent to USAID as previously done. There is no change to that procedure.

If you have any questions concerning the new procedures, you may contact me (03-511-4852) or Larry Brady (03-511-4882).