

## M-Turk Reimbursements

If you are faculty submit the following to Rachel Harris at [raharris@ufl.edu](mailto:raharris@ufl.edu); if you are a graduate or undergraduate student submit the following to Jamie Rule at [jamierule@ufl.edu](mailto:jamierule@ufl.edu)

- Emailed Receipt(s) from Amazon Payments, showing date completed, amount spent, and payment method. **Receipt must show the last four digits of your credit card number.** (see example below)
- Data sheets received from mTurk. **You will only be reimbursed for data received.** (see example & instructions below)
- IRB Approval, Front Page only. This must show Protocol # and Approved status.

### To Download Detailed MTurk Worker/Payment Info:

- Log into MTurk account as Requestor.
- Go to “My Account” in the top right corner.
- Go to “Manage” and make sure you’re on the “Results” tab. Here you can see batches in progress, ready to review, and already reviewed.
- Each batch has a box around it. One of the options in the box is the “Results” button in the top right corner. Click on that.
- Choose “Download CSV”.
- The next page has a link at the top that says “Please click here to download your Batch results file.” Click on the word “here”, indicate where you want the file to be saved. That file should have very detailed information, including payment information, for each worker.

**Important Note:** You cannot get the full results until your batch is totally finished and you have approved it. This can take several days after data collection ends.

HitId	HTTPEnd	Title	Reward	CreationTime	RequesterAnnotation	AssignmentId	WorkerId	AssignmentStatus
372U1TEB7MKP9372H5W7Z6EBOAJW	33585UC2RFLUKV1SGNTY9Q84XE	Survey about your attitudes	50.51	Wed Apr 01 14:28:23 PDT 2015	BatchId:1883735;	30L5NF239V705L;M0566K11H8Z9B	A374HFOUKYK7	Approved
372U1TEB7MKP9372H5W7Z6EBOAJW	33585UC2RFLUKV1SGNTY9Q84XE	Survey about your attitudes	50.51	Wed Apr 01 14:28:23 PDT 2015	BatchId:1883735;	320DUZ28GBYCF7B2HOCV6AIVCGG7	A3A4C7311R1T2	Approved
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372U1TEB7MKP9372H5W7Z6EBOAJW	33585UC2RFLUKV1SGNTY9Q84XE	Survey about your attitudes	50.51	Wed Apr 01 14:28:23 PDT 2015	BatchId:1883735;	3782EN7N42EE7W7972P6AM5C5PH	A3F4H55R6254K	Approved
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372U1TEB7MKP9372H5W7Z6EBOAJW	33585UC2RFLUKV1SGNTY9Q84XE	Survey about your attitudes	50.51	Wed Apr 01 14:28:23 PDT 2015	BatchId:1883735;	3AAFLD8LCTK62D08H4C582J7HM	A0XTKT39N5H	Approved
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### Data Sheet Example:

Greetings from Amazon Payments,

Your Jul 20, 2015 payment to Amazon Payments - Mechanical Turk Prepaid HITs for \$165.00 is complete. Here are the payment details:

Payment details:  
 Transaction ID: 19QNZ7OGL73N09JKQ1F9LRQAQP89JEVZ7M5  
 Recipient: Amazon Payments - Mechanical Turk Prepaid HITs  
 For: Prepaid Amazon Mechanical Turk HITs  
 Amount: \$165.00  
 Date: Jul 20, 2015  
 Payment method: Visa XXXX-XXXX-XXXX-7331  
 Reference: Mechanical Turk Prepaid HITs

Thank you for using Amazon Payments.

Transaction details and your account history are also available online at <https://payments.amazon.com/>. Please refer to <https://resolutioncenter.payments.amazon.com/cobranded-uw/actions/DisputeInitialisationAction.do> for inquiries about any errors.

### Receipt Example: