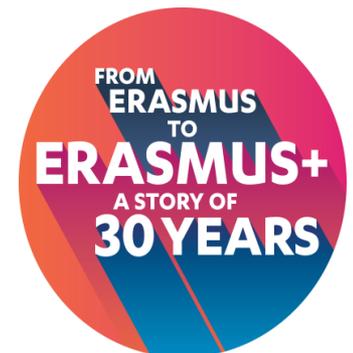




Erasmus+ Capacity Building projects in the field of Higher Education Call 2016

FINANCIAL MANAGEMENT OF THE GRANT

*Grant Holders' Meeting
Brussels, 25-26 January 2017*



Outline of the presentation:

- 1) General financing principles**
- 2) Actual costs, rules and budget headings**
- 3) Unit costs, rules and budget headings**
- 4) Managing the Grant**
- 5) How to report**
- 6) Final grant**
- 7) Checks & Audits**

NB: please note that this document has no legal value

ANNEX III of Grant Agreement
Estimated budget of the Action
Maximum Grant contribution to the project costs

	EUR
I STAFF COSTS	340.000
II TRAVEL COSTS	150.000
III COSTS OF STAY	150.000
IV EQUIPMENT	160.000
V SUBCONTRACTING	50.000
TOTAL GRANT (total I-V)	850.000

Outline of the presentation:

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1) General financing principles

Funding rule

Financing approach

Budget categories and ceilings

Budget transfer

Funding rule

Amount of the Grant \neq Total costs of the project

Co-funding principle

Grant (combination of actual costs/unit costs):

Calculated so as to require co-funding to implement the project

Co-funding:

- other expenses (e.g. overhead costs) or higher expenditure than unit cost values
- not taken into account for the final calculation of the Grant
- requested with final report for information purposes

Financing approach

Actual costs: budget headings **Equipment and Subcontracting**

Unit Costs: budget headings **Staff costs, Travel costs and Costs of stay**

Budget Categories/Headings and ceilings

Staff costs (UC)	Max 40% of grant (Art I.3 of GA)
Travel costs (UC)	N/A
Costs of stay (UC)	N/A
Equipment (AC)	Max 30% of grant (Art I.3 of GA)
Sub-contracting (AC)	Max 10% of grant (Art I.3 of GA)

Budget Categories/Headings and ceilings example

Budget headings	EUR	%
I STAFF COSTS	340.000,00	40%
II TRAVEL COSTS	150.000,00	17,5%
III COSTS OF STAY	150.000,00	17,5%
IV EQUIPMENT	160.000,00	19%
V SUBCONTRACTING	50.000,00	6%
TOTAL GRANT (total I-V)	850.000,00	

Modification to the budget

Possibility to adjust the estimated budget (Annex III) :

- 1) Increase up to 10% (even above the ceilings for staff, equipment and subcontracting)
→ no prior authorization***

- 2) Increase > 10% → Legal amendment is needed
The ceilings (for staff, equipment and subcontracting) cannot be exceeded.***

Modification to the Budget

Example 1 = NO legal amendment

	EUR	Budget transfer	% of budget heading	result	% of total grant
I STAFF COSTS	340.000			340.000	40%
II TRAVEL COSTS	150.000			150.000	17,5%
III COSTS OF STAY	150.000	-10.000		140.000	16,5%
IV EQUIPMENT	160.000	+10.000	+6% of 160.000	170.000	20%
V SUBCONTRACTING	50.000			50.000	6%
TOTAL GRANT (total I-V)	850.000			850.000	

Modification to the Budget

Example 2 – legal amendment needed

	EUR	Budget transfer	% of budget heading	result	% of total grant
I STAFF COSTS	340.000			340.000	40%
II TRAVEL COSTS	150.000			150.000	17,5%
III COSTS OF STAY	150.000	-10.000		140.000	16,5%
IV EQUIPMENT	160.000			160.000	19%
V SUBCONTRACTING	50.000	+10.000	+20% of budget heading	60.000	7%
TOTAL GRANT (total I-V)	850.000			850.000	

Modification to the Budget

Example 3 – Modification NOT ACCEPTED !!!!!

	EUR	Budget transfer	% of budget heading	result	% of total grant
I STAFF COSTS	340.000	+45.000	+13% of budget heading	385.000	45,5%
II TRAVEL COSTS	150.000			150.000	17,5%
III COSTS OF STAY	150.000	-20.000		130.000	15%
IV EQUIPMENT	160.000			160.000	19%
V SUBCONTRACTING	50.000	-25.000		25.000	3%
TOTAL GRANT (total I-V)	850.000			850.000	

Outline of the presentation:

1) General financing principles

2) Actual costs, rules and budget headings

3) Unit costs, rules and budget headings

4) Managing the Grant

5) How to report

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7) Checks & Audits

2) Actual costs, rules and budget headings

- ***Definition***
- ***Eligible costs***
- ***Ineligible costs***
- ***VAT, duties & charges***
- ***Exchange rate***
- ***Tendering procedure***
- ***Budget headings : equipment***
- ***Budget heading : subcontracting***

Actual costs - Definition

Expenses actually incurred

Need to be duly documented and justified with the corresponding level of cost incurred

Example:

Reported cost for the project (laptops) of 1.500 EUR

=

Supporting document (invoice, proof of payment...) for 1.500 EUR

Eligible Costs

Article II.19 Grant Agreement

- **Incurred during the eligibility period**
- **Foreseen in the application/budget**
- **In connection with the action and necessary for project implementation**
- **Identifiable, verifiable, recorded in accounting records of the beneficiary**
- **Comply with requirements of applicable tax and national legislation**
- **Reasonable, justified, complying with principle of sound financial management, in particular regarding economy and efficiency**

Ineligible Costs

1) All those costs that do not fulfill the requirements of Art. II.19.1

2) Articles I.10.4/II.19.4 of Grant Agreement

Non exhaustive list:

- equipment such as: furniture, motor vehicles, alarm systems***
- costs linked to the purchase of real estate activities not carried out in the project beneficiaries' country (see Annex IV), unless prior authorisation***
- Exchange losses***
- in kind contribution***
- excessive or reckless expenditure***
- deductible VAT***

VAT, duties & charges

VAT, duties and charges (e.g. customs & import duties) → ineligible

Unless

The coordinator can provide an official document from the **competent authorities** proving that the corresponding costs cannot be recovered.

Check with NEO/EU Delegation or the competent authorities in the Partner Country if there is a tax exemption agreement signed between the EU and the Partner Country concerned.

In February, a VAT exemption document with the list of partners will be sent to all coordinators.

Exchange rate

Transactions \neq EUR must be converted and reported in EUR in the Financial Statement of the final report

Which exchange rate should be applied?

From start of eligibility period until date of receipt of second pre-financing: rate of month in which the coordinating institution received the first pre-financing

From date of receipt of second pre-financing until end of eligibility period: rate of month in which the coordinating institution received the second pre-financing

*Rate to apply: monthly rate established by the Commission:
<http://ec.europa.eu/budget/inforeuro>*

Example:

*1st Pre-financing: **23 Dec 2016** – 2nd Pre-financing: **22 Nov 2017***

Invoice date: 09 January 2017** **Applicable monthly rate: December 2016

Bank account (Art. I.5)

- Account or sub-account must identify the payments made by EACEA***
- Recommended to use a specific account to identify transactions***
- Preferable to use account in EURO to avoid fees***

Tendering procedure

*The beneficiary shall apply the tendering procedure for the purchase of **any kind of goods or services** **WHENEVER** the amount of the purchase/sub-contract is between **EUR 25.000 and 134.000***

*Principles of transparency, equal treatment of potential contractors,
avoiding conflicts of interests*

Criterion for selection of offer: best value for money

*If value of purchase/sub-contract > **EUR 134.000**:
national legislation applicable*

***Split purchase/sub-contract into smaller contracts below the
threshold to avoid a tendering procedure** → **NO!***

Equipment

- Relevant to the objectives of the project foreseen in the application

Examples: (e-)books and periodicals, fax machines, photocopying machines, computers, software, machines and equipment for teaching purposes etc

- Total purchase cost (not depreciation)

- Exclusively for *Partner Country Higher Education Institutions*

- Purchased and installed at the beginning of the project

- Recorded in inventory of institution where it is installed

Not eligible: *furniture, motor vehicles, telephones, mobile phones, alarm systems and anti-theft systems etc*

- Labelled with E+ stickers

Not foreseen in the application/budget? → Prior written authorisation from Agency

Equipment – Supporting documents

To keep with project accounts (may be requested in case of financial check):

- Invoice(s) and proof of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- > EUR 134.000: tendering procedure according to national legislation
- Proof that equipment is recorded in inventory of the institution

To send with Final Financial statement:

- Equipment with value > EUR 25.000, copy of invoice(s) and competitive offers
- Any prior authorisation from the Agency

Subcontracting

Implementation of specific tasks, by third party, to which a contract is awarded by one/several beneficiaries

Specific, time-bound, project-related tasks which cannot be performed by Consortium members. It includes self-employed / free-lance experts

Examples (provided that it cannot be carried out by beneficiaries' staff):

- Evaluation activities/auditing (Audit Certificate on Financial Statement)
- IT courses, Language courses
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance
- Logistic support for the organisation of events

Not foreseen in the application/budget? → Prior written authorisation from Agency

NO project-management related tasks

Supporting documents

To keep with project accounts (may be requested in case of financial check):

- Invoices, subcontracts and proof of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- > EUR 134.000: tendering procedure applied according to national legislation
- Tangible outputs/products
- Travel activities of subcontracted service provider: copies of travel tickets, boarding passes, invoices and receipts

To send with Final Financial statement:

- Total value of subcontract > EUR 25.000: copies of subcontract, invoice and competitive offers
- Any prior authorisation from the Agency

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3) Unit costs, rules and budget headings

- ***Definition***
- ***Examples***
- ***Budget heading: staff costs***
- ***Budget heading: travel costs and costs of stay***

Definition

- **Fixed contribution** (not fractioned) multiplied by number of units
- "Triggering event" ➡ activities implemented/outputs produced during the eligibility period
- No need to justify level/amount of costs incurred
- In case of financial control/audit ➡ declared unit costs supported with proof demonstrating that activities implemented
- *If activity/output not accepted (e.g. not supported by concrete evidences) ➡ no corresponding unit costs is granted*

Example: *travel activity for teaching not sufficiently documented (e.g. with presence or participation lists, or with a certificate of attendance)*

Grant management cycle	UNIT COST	ACTUAL COSTS
Grant allocation	Based on <u>estimated work programme</u>	Based on the <u>estimated budget</u>
<p style="text-align: center;">↓</p> Grant Implementation	Beneficiary's own FINANCIAL "RECIPE" 	Record <u>costs actually incurred</u>
<p style="text-align: center;">↓</p> Grant justification	Based on <u>activities actually implemented</u>	Based on <u>costs actually incurred</u>



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UNIT COSTS FOR STAFF
PROGRAMME COUNTRIES

Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ¹	
<i>AMOUNTS IN EURO PER DAY</i>				
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

PARTNER COUNTRIES

Manager	Teacher/Trainer /Researcher	Technician	Administrative staff ²	
<i>AMOUNTS IN EURO PER DAY</i>				
Israel	166	132	102	92
Albania, Angola, Antigua and Barbuda, Argentina, Barbados, Bosnia and Herzegovina, Brazil, Chile, Colombia, Comoros, Cook Islands, Dominica, Gabon, Grenada, Ivory Coast, Kosovo ³ , Lebanon, Libya, Mexico, Montenegro, Nigeria, Peru, Saint Kitts And Nevis, Saint Lucia, Saint Vincent And the Grenadines, Sao Tome and Principe, Serbia, Seychelles, Thailand, Territory of Ukraine as recognised by international law, Uruguay, Venezuela, Zambia, Zimbabwe	108	80	57	45
Afghanistan, Azerbaijan, Bahamas, Bolivia, Burkina Faso, Cameroon, China, Congo, Costa Rica, Djibouti, Dominican Republic, Ecuador, El Salvador, Georgia, Guatemala, Guinea-Bissau, Haiti, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Micronesia, Morocco, Mozambique, Namibia, Palestine ⁴ , Panama, Papua New Guinea, Paraguay, Senegal, South Africa, Surinam, Swaziland, Territory of Russia as recognised by international law, Trinidad and Tobago, Vanuatu	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Belize, Benin, Bhutan, Botswana, Myanmar, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Congo – Democratic Republic of the-, Cuba, Korea, Egypt, Eritrea, Ethiopia, Equatorial Guinea, Fiji Island, Gambia, Ghana, Guinea, Guyana, Honduras, India, Indonesia, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Moldova, Mongolia, Nauru, Nepal, Nicaragua, Niger, Niue, Pakistan, Palau, Philippines, Rwanda, Samoa, Sierra Leone, Solomon, Somalia, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Timor-Leste – Democratic Republic of, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Uzbekistan, Vietnam, Yemen	47	33	22	17

CBHE units

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS⁵

Travel distances must be calculated using the distance calculator supported by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY⁶

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR
Between the 15 th and the 60 th day of activity +	70 EUR	Between the 15 th and the 90 th day of activity	40 EUR
Between the 61 st day of activity and up to 3 months	50 EUR		

Staff Costs

Performing tasks necessary to achievement of the project

Formal contractual relationship

Calculation of the grant ➡ 3 variables: staff category, country in which staff member is employed, number of days worked

Each unit cost corresponds to an amount in Euro per working day per staff

Categories: Managers/Researchers, Teachers and trainers/Technical staff /Administrative staff

Staff category: ➡ *nature of work performed, not status of individual*

Unit cost: ➡ *country in which staff is employed, independently of where tasks are executed*

Foundations of the beneficiary need to be included in the partnership

Staff Costs

Example: a staff employed in Lithuania performing teaching activity for 3 days
➔ *222 Euro (3 unit costs of 74 Euro each)*

Calculation of the grant:

- **based on application of unit costs and independent from actual remuneration (defined in the Partnership Agreement)**
- **obtained by multiplying unit cost (corresponding to category of country and staff) by number of working days spent on the project per staff member**

One working day defined according to applicable national legislation

Declared working days per individual should not exceed 20 days per month or 240 days per year

Staff Costs - Supporting Documents

To keep with project accounts (requested in case of financial check):

- **STAFF CONVENTION** for each person employed
- **TIME-SHEETS (attached to each staff convention)**, indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package
- **FORMAL CONTRACTUAL RELATIONSHIP (EMPLOYMENT CONTRACT)**
- **ANY EVIDENCE** allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.)

To send with Final Financial statement:

Any prior authorisation from the Agency

Travel costs and Costs of Stay

Rules for Special Mobility Strand are defined in separate Guidelines

Staff/students participating in activities related to the achievement of the project

Unit costs to apply ➡ 3 variables: travel distance (for travel costs), duration for costs of stay and type of participant

Prior authorisation for activities not taking place in countries represented in the partnership

Prior authorisation for activities not described in the Guidelines (section 3.3.1.2)

Who may benefit?

Staff

- Under contract with beneficiary institutions and involved in the project
- Travels intended for the activities listed in the Guidelines
- Duration: Max. 3 months

Students

- Registered in one of the beneficiary institutions
- Targeted mainly at Partner Country students and intended for activities listed in the Guidelines (overview table)
- Duration: Min. 2 weeks – Max. 3 months (Max. 1 week for short term activities linked to the management of the project)

Travel and Costs of Stay - Supporting documents

Justification for the following elements:

- *Journeys actually took place*
- *Journeys connected to specific and identifiable project-related activities*

To be retained with project accounts:

INDIVIDUAL TRAVEL REPORT + Supporting documents (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings)

To be provided with Final Financial statement:

Any prior authorisation from the Agency

Travel costs: specific rules

Staff/students from place of origin (home institution within the partnership) to venue of the activity and return

Carried out in project beneficiaries' countries - **Exceptions must be authorised**

How the grant is calculated?

For each participant and for each travel ➡ unit cost corresponding to applicable distance band

Each unit cost corresponds to a fixed amount in Euro per travel per person

1) Check travel distance of a one-way travel

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

2) Apply corresponding unit cost

Each unit cost contributes to costs of travel for the round trip, regardless of the expenses actually incurred

Travel costs: specific rules

Example: A participant from Madrid (Spain) takes part in activity in Rome (Italy)
➔ distance from Madrid to Rome (1365 Km) + apply unit cost (distance band 500/1999 Km): fixed contribution of 275 Euro covering travel from Madrid to Rome and return

If place of departure different from place of home institution: prior authorisation

Circular travels (A to B, B to C and return A):

➔ **sum of:**

unit cost corresponding to distance band from A to B

+

unit cost corresponding to distance band from B to C

Final travel not taken into account for the calculation of the grant

Not applicable to air travels with stopover(s)

No financial contribution for travels < 100 km (costs of stay eligible)

Cost of stay specific rules

Staff/students for activities outside city of participant's home institution

Activities in project beneficiaries' countries. **Exception must be authorised**

Unit costs for **staff** \neq unit costs for **students**

For each **staff**: unit cost corresponding to the duration of the activities (in days), up to 14th day/between 15th and 60th day/between 61st day and up to 3 months

For each **student**: unit cost corresponding to duration of activities (in days), up to 14th day/between 15th and 90th day

Each unit cost corresponds to a fixed amount in Euro per day per participant

How to apply unit costs?

(1) Identify the duration in days of the activity (including the travel from their place of origin to the venue of the activity and vice-versa) (2) Number of unit costs = numbers of days of activity performed.

Each unit cost contributes to costs of stay regardless of expenses actually incurred

Cost of stay specific rules

Examples:

A staff from Paris (France) takes part in an activity in Brussels (Belgium) during 2 days (including travel):

Max. 2 unit costs of 120 Euros each (TOTAL: 240 Euros)

A staff from Paris (France) takes part in an activity in Brussels (Belgium) during 20 days (including travel):

Max. 14 unit costs of 120 Euros each + 6 unit costs of 70 Euros each (TOTAL: 2.100 Euros)

A student from Paris (France) takes part in an activity in Berlin (Germany) during 22 days (including travel):

Max. 14 unit costs of 55 Euros each + 8 unit costs of 40 Euros each (TOTAL: 1.090 Euros)

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Grant management cycle	UNIT COST	ACTUAL COSTS
Grant allocation	Based on <u>estimated work programme</u>	Based on the <u>estimated budget</u>
<p style="text-align: center;">↓</p> Grant Implementation	Beneficiary's own FINANCIAL "RECIPE" 	Record <u>costs actually incurred</u>
<p style="text-align: center;">↓</p> Grant justification	Based on <u>activities actually implemented</u>	Based on <u>costs actually incurred</u>

TRAVEL COSTS

4 meetings, 25 participants each, destination 2500 km = 360 €

	EACEA Unit costs	<i>Real costs</i>	<i>Methodology applied within consortium</i>	Balance (UC-RC)
Travel 1	360	310	?	
Travel 2	360	520	?	
Travel 3	360	200	?	
...	
Travel 100	360	300	?	
scenario 1 TOTAL	36.000	37.000		-1.000
scenario 2 TOTAL	36.000	35.000		+1.000

Consortium management of unit costs

Consortia have to find the most appropriate method to manage internally the accountancy.

Transparency and formalisation of the methodology in the Partnership Agreement.

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5) How to report

Financial Reporting

Supporting documents

Financial Reporting

Financial statements (Excel) → main financial reporting tool:

- *Statement on the use of the previous pre-financing and request for second pre-financing*
- *Financial reporting with final report (request of final grant)*
- *Financial reporting during project implementation (monitoring budget consumption)*

Reporting of Actual costs *Equipment and Sub-contracting*

Reporting of Unit costs *Staff, Travel costs and Costs of stay*

Supporting Documents

Originals kept by beneficiaries. **Copies** kept by coordinator and submitted with Final report, when requested

In case of financial checks/audits, or if doubts on implementation of any particular activity or expenditure, the Agency may request corresponding supporting documents

Quality of documentation

For all grants:

Audit Certificate ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
ACTUAL	Equipment	<ul style="list-style-type: none"> ▪ <i>Invoices</i> ▪ <i>Bank statements</i> ▪ <i>Tendering procedure for expenses exceeding 25.000€</i> ▪ <i>Proof that the equipment is recorded in the inventory of the institution</i> 	<ul style="list-style-type: none"> ▪ <i>Invoices and three quotations from different suppliers for expenses exceeding 25.000€</i> ▪ <i>Any prior authorisation from the Agency</i>
	Subcontracting	<ul style="list-style-type: none"> ▪ <i>Subcontracts</i> ▪ <i>Invoices</i> ▪ <i>Bank statements</i> ▪ <i>Tendering procedure for expenses exceeding 25.000€</i> ▪ <i>Tangible outputs/products*</i> 	<ul style="list-style-type: none"> ▪ <i>Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€</i> ▪ <i>Any prior authorisation from the Agency</i>
UNIT	Staff	<ul style="list-style-type: none"> ▪ <i>Formal employment contract</i> ▪ <i>Staff convention</i> ▪ <i>Time sheets</i> ▪ <i>Salary slips*</i> ▪ <i>Agendas*</i> ▪ <i>Attendance / Participant lists*</i> ▪ <i>Tangible outputs/products*</i> ▪ <i>Minutes of meetings*</i> 	<ul style="list-style-type: none"> ▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i>
	Travel and Costs of Stay	<ul style="list-style-type: none"> ▪ <i>Individual Travel Report (ITR)</i> ▪ <i>Invoices, receipts, boarding passes*</i> ▪ <i>Agendas*</i> ▪ <i>Attendance / Participant lists*</i> ▪ <i>Tangible outputs/products*</i> ▪ <i>Minutes of meetings*</i> 	<ul style="list-style-type: none"> ▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i>

For all grants, a Certificate on the action's financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report (see Annex VII of the Agreement).

* Examples of supporting documents. Please note that in the case of unit costs this list cannot be exhaustive as it depends on the actual outputs of the project and the quality of the documentation provided. As a general rule, please keep all possible results to be able to show-case your activities.



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ANNEX II

STAFF CONVENTION

Ref. No.

Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

BETWEEN
Hereinafter "the Institution" *

AND Name:
Address:
Hereinafter "the Staff member" *

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is employed by the Institution and is part of its payroll system.
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....

.....

.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution in which the Staff member is employed	
Number of days worked and charged to the grant (according to time-sheet)	

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in Date

Name

Function

Institution

Staff member name

Signature and Stamp of the Institution

Signature of the Staff member

**The convention must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed. The Institution must be a member of the partnership.*



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ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

*To be filled in by each participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.*

Ref. No. Project No.
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
Nationality:
Home institution:
Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

- Teaching/training assignment
- Training and retraining purposes
- Updating programmes and courses
- Practical placements in companies, industries and institutions
- Project management related meetings
- Workshops and visits for result dissemination purposes

STUDENTS

- Study period
- Participation in intensive courses
- Practical placements, internships in companies, industries or institutions
- Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION
	COUNTRY	CITY
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION
	COUNTRY	CITY
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin
**If different from Home institution please enclose authorization from the Agency
*** Travel distance in Km (On-line travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)
from place of departure to location of activities.

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel) From (date): To (date):

DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)
.....
.....
.....
.....

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date: Signature:

Outline of the presentation:

- 1) General financing principles
- 2) Actual costs, rules and budget headings
- 3) Unit costs, rules and budget headings
- 4) Managing the Grant
- 5) How to report
- 6) Final grant**
- 7) Checks & Audits

6) Final grant

Calculation of the final grant

Practical examples

Calculation of the Final Grant

The grant may not exceed the maximum amount authorised in the Agreement (Article I.3 and Article II.25.2)

FINAL GRANT =

OPTION 1: No Penalties

- Examination of
1. financial statements
 2. eligibility of activities implemented
 3. eligibility of declared expenses

OPTION 2: In case of Penalties

(Penalties are explained in the contractual workshop)

The **LOWEST VALUE** between the Awarded Budget (G.A. Annex III) reduced by penalties and the result of Option 1

BALANCE = FINAL GRANT MINUS PRE-FINANCINGS

examples (1 of 2)

Assumptions: All costs eligible no penalties		Total declared expenditure		
	Grant awarded	CASE 1 = grant awarded	CASE 2 < total grant awarded UNDERSPENT	CASE 3 > total grant awarded OVERSPENT
I STAFF COSTS	340.000	340.000	290.000	330.000
II TRAVEL COSTS	150.000	150.000	165.000	150.000
III COSTS OF STAY	150.000	150.000	165.000	160.000
IV EQUIPMENT	160.000	160.000	170.000	170.000
V SUBCONTRACTING	50.000	50.000	40.000	50.000
TOTAL GRANT (total I-V)	850.000			
TOTAL DECLARED		850.000	830.000	860.000
FINAL GRANT		850.000	830.000	850.000

examples (2 of 2)

All costs are eligible in their nature No penalties			CASE 4		CASE 5		
			Total declared expenditure		Total declared expenditure		
			< total grant awarded	% TOTAL GRANT AWARDED	= total grant awarded	% TOTAL GRANT AWARDED	
			Grant awarded	% TOTAL GRANT			
I	STAFF COSTS	340.000	40%	374.000	44%	340.000	40%
II	TRAVEL COSTS	150.000	17,5%	150.000		202.000	24%
III	COSTS OF STAY	150.000	17,5%	100.000		130.000	15%
IV	EQUIPMENT	160.000	19%	160.000		150.000	18%
V	SUBCONTRACTING	50.000	6%	0		28.000	3%
TOTAL GRANT		850.000					
TOTAL DECLARED				784.000		850.000	(- 37.000 €) (202.000-165.000)
FINAL GRANT				784.000		813.000	Ineligible

Outline of the presentation:

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- 7) Checks & Audits**

CHECKS AND AUDITS (Art. II.27)

- The EACEA and/or the Commission may carry out technical and financial checks and audits in relation to the use of the grant**
- During the implementation of the Agreement and for a period of 5 years starting from the date of payment of the balance or recovery order**
- Audits are usually outsourced to external auditors**
- Audits can take place at the premises of the coordinator and/or the partners**

CHECKS AND AUDITS (Art. II.27)

Keep all the supporting documents (for you and your partners), from the **beginning up to 5 years** after closure of the project by the final payment or recovery order.

Which documents have to be kept?

All supporting documents specified in the Guidelines for the Use of the Grant for Actual costs and Unit costs

Auditors can ask for financial supporting documents both for actual and unit costs

(e.g. proofs of payments for staff involved in the activities performed and extract of official accounting books with reference to staff)

QUESTION NOT ANSWERED?

Please contact the E+CBHE team

**[EACEA-EPLUS-CBHE-
PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)**

**Don't forget to mention
your project number!**





thank you

merci
obrigado
grazie
gracias
kiitos
спасиби
tack
köszönöm
хвала
danke
aciū
Dank u
hvala vam
tak
teşekkür ederim
bakka þér
σας ευχαριστώ
dziękuję
dđiolch 'ch
դէկոյի
Tak
blagodarya
դէկոյի
Dakujem
Tapadh leibh
falemmnderit
hvala
спасибо
شكرا
trugarez
multumesc
tānan teid
дзякуй
Go raibh maith agaibh
Paldies
Ви благодарам
谢谢
धन्यवाद