

FINANCIAL MANAGEMENT OF THE PROJECT VERITAS DECEMBER 2014 – DECEMBER 2016

VERITAS MANAGEMENT
TEAM

2014

VERITAS

STRUCTURAL DEVELOPMENT OF THE THIRD CYCLE BASED ON SALZBURG PRINCIPLES



Tempus

TEMPUS BUDGET HEADINGS

- STAFF COSTS (1)
- TRAVEL COSTS (2)
- EQUIPMENT (3)
- PRINTING AND PUBLISHING (4)
- OTHER COSTS (5)
- **CO-FINANCING**

PARTNERSHIP AGREEMENT

Costs	Amount in EUR
Staff cost	
Travel costs and costs of stay	
Equipment cost	
Printing and publishing	
Other costs	
Total TEMPUS contribution	
Total Partner contribution (co-financing)	
TOTAL	

CO-FINANCING

(Guidelines for the USE of the GRANT (Tempus IV sixth call – page 11)

- As set out in the Grant Agreement, the maximum European Union contribution may not exceed 90% of the total eligible costs as established on completion of the action. In accordance with the Grant Agreement, the final amount of the European Union grant will therefore be determined only at the end of the project. The remaining costs, equivalent to at least 10% of the total eligible costs and identified in the estimated budget of the action contained in Annex II as co-financing, must be financed from sources other than the European Union.
- Costs that are ineligible for Tempus funding, cannot be counted as co-financing contributions. Furthermore, overheads/indirect costs do not represent an eligible co-financing contribution.
- **The supporting documents to justify co-financing are the same as those required for costs covered by the European Union grant. Documents should be retained with the project accounts/provided according to the information given in these guidelines.**

CO-FINANCING

- All project partners should provide documents for the co-financing
- Co-financing can be considered eligible **ONLY** for the budget headings (staff costs, travel costs, equipment, printing costs, other costs)
- Co-financing documents should be the same as they are for other budget headings

CO-FINANCING

- *For co-financing each institution is asked to provide a document indicating the **headings/heading** it is going to conduct co-financing*

Costs	Amount in EUR	Co-financing
Staff cost	6 000	(only from one heading)
Travel costs and costs of stay	19 000	(from several headings)
Equipment cost	15 000	
Printing and publishing	650	
Other costs	850	
Total TEMPUS contribution	41 500	
Total Partner contribution (co-financing)	4565	
TOTAL	36 935	

(1) STAFF COSTS: GUIDELINES ON COMPLETION OF STAFF CONVENTIONS AND TIMESHEETS

Related documents:

- Guidelines for staff costs
- Staff convention
- Timesheet template

INSTITUTIONS/ORGANIZATIONS ELIGIBLE TO GET STAFF COSTS

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 2-3)

The grant may be used to cover the cost of staff for all beneficiaries* when they are performing administrative or academic tasks which are directly necessary to the achievement of the objective of the project, and on the condition that their salary for the same tasks is compensated only once.

** Public administrations (Ministries, other national, regional and local administrations) or governmental organisations may also participate in the Tempus programme as cobeneficiaries but may not receive funding from the grant with the exception of reimbursement for travel costs and costs of stay.*

ELIGIBLE BENEFICIARIES WITHIN VERITAS PROJECT

EU

WUS

UHMF

KTH

UdG

BSU

AM

YSMU

YSAFA

YSU

YSLU

YSUAC

ASUE

GSU

SPIV

NU

NASRA

PAARA

ANQA

EQ

FOUR MAIN AND OBLIGATORY DOCUMENTS

1. **OFFICIAL LETTER** from each partner institution on daily salaries according to four categories: MANAGER, RESEARCHER, TECHNICAL and ADMINISTRATIVE staff
2. **STAFF CONVENTION FORM** – template is available and additional explanation will be provided
3. **TIMESHEET** – template is available and additional explanation will be provided
4. **PAYSLIPS** – should be kept for audit

OFFICIAL LETTER

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 2-3)

Salaries and fees may not exceed local rates; this applies both to European Union and Partner Countries. Staff costs must correspond to the costs incurred by the institutions and to the employing institution's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. **Staff costs should be calculated on the basis of the task performed and not on the status of the person.** Maximum rates for daily staff costs are indicated in Annex 3 of these guidelines.

OFFICIAL LETTER

- *Decision by the institution and signed by the authorized representative on daily rates*

STAFF CONVENTION FORM

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 2-3)

A duly filled in staff convention (Annex 1 of these guidelines) for each person employed by the project must be attached to the project accounts and retained by the co-ordinator as supporting documents. The conventions must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed. For staff performing both administrative and academic tasks a separate convention must be signed for each type of activity.

STAFF CONVENTION FORM

Staff Convention Forms

- must be prepared for each **completed** period separately (e.g. for the first 6 months – **JANUARY – JUNE 2014**)
- must be prepared for each staff member involved in the project
- must be prepared for each category (M/R/T/A) separately
- must refer to the dates and activities defined by the period
- must be signed by the task performer and by the institution and stamped

** **Original copies** should be sent to **VERITAS MANAGEMENT TEAM***

TIMESHEETS

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 2-3)

Time-sheets have to be attached to each staff convention.

The time-sheets must indicate

- the **date** of the service provided
- the **number of hours** worked on these dates
- the **tasks** performed (short description).

The time-sheets must be signed by the person concerned and countersigned by the person responsible in the institution where this person is normally employed.

TIMESHEETS

- must correspond to the convention form
1 convention + one or more timesheets for the period
- the number of days should correspond to the number of days mentioned in the convention form

MAXIMUM RATES

**Staff Costs - Maximum eligible daily rates for EU staff
(in €)**

Country	Manager	Researcher Teacher	Technical	Adminis- trative
Deutschland - DE	419	310	221	203
España -ES	321	212	163	117
Österreich - AT	449	302	244	194
Sverige - SE	360	303	250	192
United Kingdom- UK	355	334	231	158

**Staff Costs - Maximum eligible daily rates for the Tempus
Partner Country staff (in €)**

Country	Manager	Researcher Teacher	Technical	Admini- strative	
Armenia	AM	90	80	60	40

(2) TRAVEL COSTS: GUIDELINES ON TRAVEL COSTS AND COSTS OF STAY

Related documents:

- Guidelines for travel costs and costs of stay
- Individual Mobility Report
- Supporting documents

TRAVEL COSTS AND COSTS OF STAY

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 3-7)

- The following costs are considered eligible under this heading
 - ✓ Travel costs
 - ✓ Costs of stay
- Each person conducting a mobility should provide:
 - ✓ **INDIVIDUAL MOBILITY REPORT** (template is available and will be submitted by the management team during each mobility)
 - ✓ The required **supporting documents** (the list is also available)

INDIVIDUAL MOBILITY REPORT

- IMRs should be completed and signed by each person conducting a mobility within the project
- The management team is responsible for inserting the costs for travel and stay in the IMR
- The scanned documents will be sent to each member with the detailed explanation of costs

TRAVEL COSTS

- Air ticket (electronic) and respective invoice (signed and stamped)
- Boarding passes (for both directions)
- Visa fee (copy of receipt, when necessary)
- Health insurance for the days of travel (when necessary)
- Train/Bus ticket (when applicable) – original copies with the total amount (for both directions)
- Travelling by private car – a rate per km in accordance with the internal rules of the organization concerned up to a maximum of **EUR 0.22**.
- Travelling by taxi (only in the case of transfer from and to the airport and if the price is cheaper than travelling by other means of transport). However the beneficiaries are requested to use the cheapest means of transport, e.g. an airport transfer bus, etc.

COSTS OF STAY

- No supporting document is required for costs of stay unless the institution has a reporting system
-
- Supporting documents (like hotel invoices and other receipts) can be kept by the institution for audit or in case travel documents are lost
- Maximum costs of stay are applied within the project

MAXIMUM RATES FOR COSTS OF STAY

Duration	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country
1 day	150	100
2 days	292	190
3 days	434	280
4 days	576	370
5 days	718	460
6 days	860	550
1 week	1 000	640
2 weeks	1 600	1 000
3 weeks	2 100	1 250
4 weeks	2 500	1 500
Each additional week	300	200

TRAVEL COSTS AND COSTS OF STAY

- **ONLY** after providing all the necessary supporting documents for travel and costs of stay (in case of reporting system) the payments will be considered eligible by the Coordinator. In case of absence of the supporting documents or any deviation from the points mentioned above the participant is requested to provide a **JUSTIFICATION**. Otherwise the project can consider the costs ineligible and require all the expenses.

(3) EQUIPMENT

Related documents:

- Guidelines for Equipment Purchase
- Supporting documents

EQUIPMENT

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 8-9)

- Lists for the required equipment (equipment, software and literature)
- **Invoice(s)** for all purchased equipment (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure). – **no VAT**
- When the threshold of **EUR 25 000 is exceeded**, documentation on the tendering procedure and three quotations.
- For equipment of a unit cost on purchase of **more than EUR 5 000, certificate of origin**. At this stage, the services of the Education, Audiovisual & Culture Executive Agency will take note of the expenses for which copies of supporting documents are not required on the basis of financial statements (lists of expenses) sent by the coordinator (see Annex IV of the Grant Agreement- "Final Report"). Executive Agency staff will examine these lists in detail to verify the eligibility of expenses.

(4) PRINTING AND PUBLISHING
(5) OTHER COSTS



PRINTING AND PUBLISHING

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 9-10)

Costs relating to printing, publishing (including in electronic format), photocopying of teaching material and any other documentation necessary to achieve the objectives of the project should be reported under this heading.

OTHER COSTS

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 10-11)

This category covers costs for dissemination of information (advertising in the media, promotional materials), hire of premises for dissemination events (only with prior written approval), audits (obligatory for all the projects), inter-project coaching (up to a maximum of EUR 2 500), bank charges including bank guarantee charges where requested by the Executive Agency, as well as subcontracting for specific tasks.

PRINTING AND PUBLISHING, OTHER COSTS

Supporting documents:

- Invoices (without VAT)
- Sub-contracts and relative payments

**The printing and other costs should be agreed with the coordinator beforehand*

INELIGIBLE COSTS

(Guidelines for the USE of the GRANT (Tempus IV sixth call – pages 11-12)

- All costs conducted by the institution and not belonging to one of the above mentioned categories are automatically considered ineligible
- Each institution bears the responsibility for the ineligible costs (as indicated in the GRANT and partnership agreements)

FINANCIAL REPORTING

- Each partner institution has to provide an individual financial report to the coordinating institution for a certain reporting period (6 month)
- The format for the reporting is available

DOCUMENTS/LINKS IN USE

- *Guidelines for the USE of the GRANT (Tempus IV sixth call)*
- *Frequently asked questions (FAQ)*
- Rules, Guidelines and templates provided by the MANAGEMENT TEAM
- https://eacea.ec.europa.eu/about-eacea_en

THANK YOU 😊

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