

REQUIRED DOCUMENTATION FOR JUSTIFICATION OF COSTS

BUDGET HEADINGS

1. STAFF COSTS

- Convention for Staff costs – fully completed. A Convention must be signed by the person concerned and signed and stamped by the responsible person in the institution where this person is normally employed.
- Time sheets for each Convention for Staff costs - fully completed and signed
- Contract/salary slip*
- Bank statements

*Salary slip is specially required when staff costs were co-financed. Salary slip should justify fee per day stated in Convention.

2. TRAVEL COSTS AND COST OF STAY

- Individual Mobility Report – fully completed and signed by the person who travelled.
- Certified copies of:

Travel forms with calculation of costs

Travel tickets (plane, train, bus, etc.)

All invoices and receipts related to trip (tickets, hotel, insurance, visa costs, etc.)

Bank statements as proof of payment

Boarding passes

Expenses for travel by private/company car must be supported by document which regulates the use of vehicles for the purpose of business travel.

Prior authorization from the EACEA is required if the recipient of the mobility grant travels to countries other than those participating in the project.

3. EQUIPMENT

When the threshold of EUR 25 000 is exceeded, the following documentation is required:

- Tendering procedure details,
- Certified copies of:
 - Contract with selected supplier,
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement
- Pictures of equipment

When the threshold of EUR 25 000 is not exceeded, the following documentation is required:

- Order forms from three suppliers,
- Certified copies of:
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement
- Pictures of equipment

***Note: Prior written authorization from the EACEA is required if purchasing of the equipment is carried out without tendering procedure (this is necessarily in the case of co-financing, too).**

4. PRINTING AND PUBLISHING

For a service provider (individuals or companies) where the total value of the subcontract is more than EUR 25 000, copies (not originals) of the subcontract and invoice must be sent as supporting documents. When the threshold of EUR 25 000 is exceeded, the following documentation is required:

- Tendering procedure details,
- Certified copies of:
 - Sub-contracts and invoices for external staff
 - Sub-contract with selected supplier,
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement

When the threshold of EUR 25 000 is not exceeded, the following documentation is required:

- Order forms from three suppliers,
- Certified copies of:
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement

5. OTHER COSTS

1. Dissemination of information (advertising in the media, promotional material)

When the threshold of EUR 25 000 is exceeded, the following documentation is required:

- Tendering procedure details,
- Certified copies of:
 - Sub-contract with selected supplier,
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement

When the threshold of EUR 25 000 is not exceeded, the following documentation is required:

- Order forms from three suppliers,
- Certified copies of:
 - Pro-forma invoice of selected supplier
 - Invoice of selected supplier
 - Vat exemption
 - Bank statement

2. Hire of premises for dissemination events
Only with prior written approval by EACEA
Invoice
Bank statement
3. External audits
Obligatory for 2013 projects
Details about choice of auditors
Three order forms
Certified copy of sub-contract with selected auditor
Invoice
Bank Statement
External audit report
4. Inter-project coaching (up to a maximum of EUR 2 500)
Only with prior written approval by EACEA
Proofs of all corresponding costs
5. Bank charges including bank guarantee charges
Bank statements as proofs of paid bank charges
6. Subcontracting for specific tasks
Only with prior written approval by EACEA
Certified copy of sub-contract
Invoice
Bank statement
7. Sub-contracts, invoices and travel supporting documents **for external staff**

6. INDIRECT COSTS

No supporting documentation is required for indirect costs and no co-financing is permitted under this budget heading. However, the beneficiary must ensure that he/she is able to identify in the project accounts, all indirect costs which have been incurred.

NOTE: Needed documentation must be delivered in paper form - certified. Certified document is one that contains sign of responsible person of Institution and stamp of the Institution.