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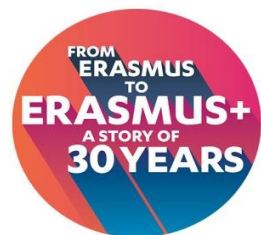
National Erasmus+ Office - Jordan



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

FINANCIAL MANAGEMENT OF THE GRANT

Prof. Ahmad Abu-El Haija
23 February 2018





Changes introduced since 2015 (1st call)

CALL YEAR	CHANGES INTRODUCED
2015	Penalties in the case of poor, partial or late implementation of the action
2015	Clarification on the costs of stay of students participating in project management meetings
2016	Note on Staff costs sent on 09/03/2017
2016	Staff Convention is replaced by Joint Declaration
2016	Duration for travel for students is extended to 3 months



Changes introduced since 2015 (1st call)

CALL YEAR	CHANGES INTRODUCED
2016	Unit costs to obtain VISA if travel of >100 km
2016	Unit costs for cancelled travel only if <i>force majeure</i>
2017	Unit cost for Travel for a distance band 10-99 km = 20€
2018	The eReport is introduced for Progress and Final Reports for all calls.



Frequently asked questions

Hiring of natural persons paid with Staff costs

**Subcontracting of a staff member is not allowed
(Conflict of interest)**

**Associated entities (network member, university
foundations, etc.)**

Catering and other hospitality costs

Calculation of unit costs for circular travels

VAT

Exchange rates



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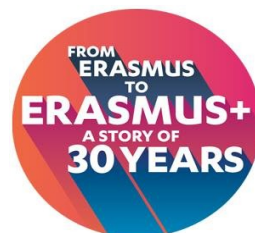


VAT, duties & charges

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

Check with NEO Jordan about the tax exemption agreement signed between the EU and Jordan

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

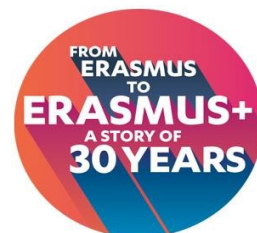
From date of receipt of second pre-financing until end of eligibility period rate of month in which the coordinating institution received the second pre-financing

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





Tendering procedure

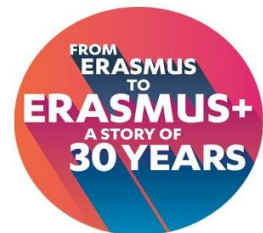
The beneficiary shall apply the tendering procedure for the purchase of any kind of goods or services **WHENEVER the amount of the purchase/sub-contract is between EUR 25.000 and 134.000**

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**

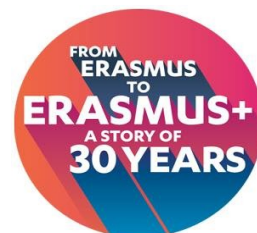
- Purchased and installed at the beginning of the project

- 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





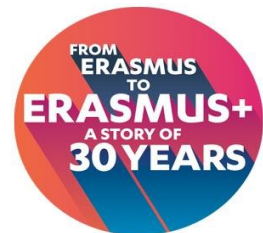
Equipment - Supporting documents

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?
authorisation from Agency**



Prior written

NO project-management related tasks





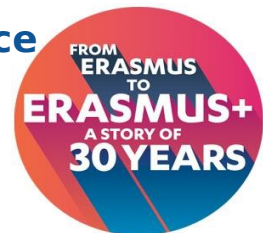
Supporting documents

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





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

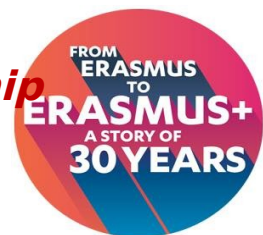
Each unit cost corresponds to an amount in Euro per working day per staff

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

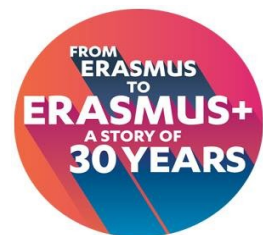
➔ **222 Euro (3 unit costs of 74 Euro each)**

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





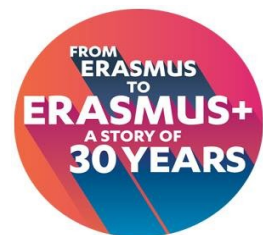
Staff Costs - Supporting Documents

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)

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:

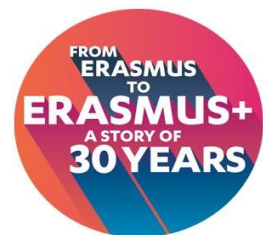
- Journeys actually took place
- Journeys connected to specific and identifiable project-related activities

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?

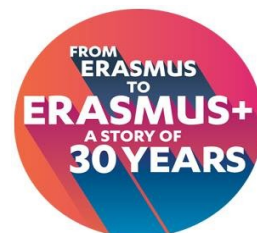
For each participant and for each travel → unit cost corresponding to applicable distance band

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

+

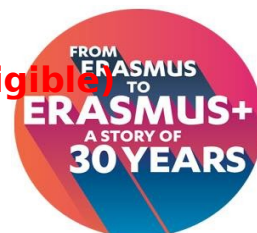
unit cost corresponding to distance band from B to C

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

Not applicable to air travels with stopover(s)

Unit cost for Travel for a distance band 10-99 km = 20€ (costs of stay eligible)

No financial contribution for travels < 10 km:





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

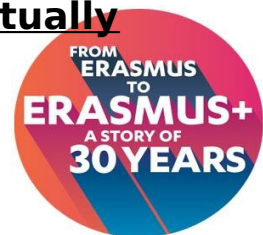
For each student: unit cost corresponding to duration of activities (in days), up to 14th day/between 15th and 90th day

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):

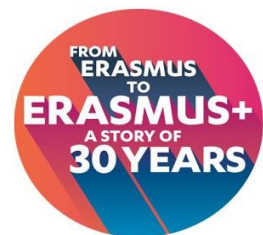
Max. 2 unit costs of 120 Euros each (TOTAL: 240 Euros)

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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Supporting Documents

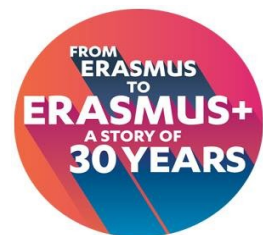
Originals kept by beneficiaries. **Copies** kept by coordinator and submitted with Final report, when requested

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

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.



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

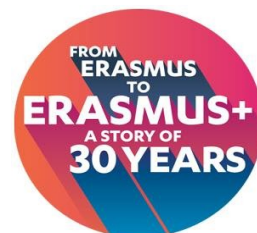
Name

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.*





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)

<p>STAFF</p> <p><input type="checkbox"/> Teaching/training assignment</p> <p><input type="checkbox"/> Training and retraining purposes</p> <p><input type="checkbox"/> Updating programmes and courses</p> <p><input type="checkbox"/> Practical placements in companies, industries and institutions</p> <p><input type="checkbox"/> Project management related meetings</p> <p><input type="checkbox"/> Workshops and visits for result dissemination purposes</p>	<p>STUDENTS</p> <p><input type="checkbox"/> Study period</p> <p><input type="checkbox"/> Participation in intensive courses</p> <p><input type="checkbox"/> Practical placements, internships in companies, industries or institutions</p> <p><input type="checkbox"/> Participation in short term activities linked to the management of the project</p>
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(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)

.....

.....

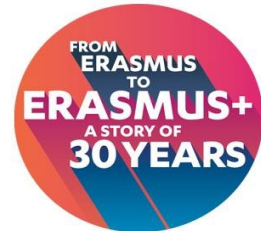
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SIGNATURE OF THE PARTICIPANT

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

Date: Signature:





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thank you

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

