



Co-funded by the  
Erasmus+ Programme  
of the European Union



# **TOOLKIT**

# **Second Consortium**

# **Assembly**

**Vilnius University October 9<sup>th</sup> 2019**

# PLAN OF THE PRESENTATION



## FINANCIAL MANAGMENT & SUPPORTING DOCUMENTS

- Staff Costs
- Travel Costs&Cost of Stay



## STAFF COSTS:

Unit Costs contributing to the cost of staff performing activities necessary for the achievement of project's objectives.

**The existence of a contractual relationship between the employee and the beneficiary institution is required.**

The costs are defined according to these variables:

1. Type of staff category
2. Country in which the staff member is employed
3. Number of days worked for the project

# FINANCIAL MANAGENT & SUPPORTING DOCUMENTS



## STAFF CATEGORY:

- **Managers**: tasks related to the administration and coordination of the project activities;
- **Researchers**: tasks related to training program development, training materials, preparation and teaching of courses;
- **Administrative staff**: administrative tasks.

The staff category depends on the work performed in the project and not on the status of the individual.

In principle, declared working day per individual should not exceed 20 days per month.



## STAFF COSTS – SUPPORTING DOCUMENTS:

- Employment contract/payslip
- Joint declaration for each person employed;
- Time-sheets (attached to each joint declaration) indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package;
- 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.)

# FINANCIAL MANAGMENT & SUPPORTING DOCUMENTS



<b>JOINT DECLARATION</b>	
Ref. No. ....	Project No. ....
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	

FROM .....  
Hereinafter "the Institution"\*

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

**THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:**

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:  
- employed by the Institution YES/NO  
or  
- a natural person \*\* assigned to the project on the basis of a contract against payment YES/NO
- 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.

	dd/mm/yy		dd/mm/yy
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	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is 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 declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

\*\* A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultants) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:  
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and  
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and  
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

- One for each person employed by the project;
- Signed by the person performed the activity and countersigned by the responsible;
- For staff performing different categories of staff a separate declaration should be signed





## TRAVEL COSTS AND COST OF STAY:

Unit Costs contributing to the cost of travel and stay for staff participating in activities directly related to the achievement of project's objectives.

The existence of a contractual relationship between the employee and the beneficiary institution is required.

Beneficiaries will have to be able to justify:

1. That the journeys actually took place;
2. The journeys are connected to specific and identifiable project-related activities



# FINANCIAL MANAGENT & SUPPORTING DOCUMENTS



## TRAVEL COSTS AND COST OF STAY SUPPORTING DOCUMENTS:

- Individual Travel Report (EACEA template);
- Supporting documents (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings, agendas, tangible outputs/products, minutes)

