

#### RECEIPT

KASIKORNBANK PUBLIC COMPANY LIMITED INTERNATIONAL TRADE AND FACTORING PROCESSING DEPARTMENT I SOI RATBURANA 27/1, RATBURANA ROAD, BANGKOK 10140, THAILAND.

TAX ID:

0107536000315

DATE:16-Feb-18

TRANSACTION REF:

OR18067674

MESSRS:

ASIAN INSTITUTE OF TECHNOLOGY 59 MOO 9, PAHOLYOTHIN RD., KM 42,

KLONG I, KLONG LUANG,

REMIT PROCEEDS TO:

PATHUMTHANI 12120, THAILAND. BRD - GROUPE SOCIETE GENERALE SA

FOR SETTLEMENT OF:

RO78BRDE410\$V96219344100

UNIVERSITATEA POLITEHNICA DIN

BUCURESTI

SPL. INDEPENDENTEI NR 313, 060042 SECTOR 6, BUCURESTI ROMANIA

TT AMOUNT:

EUR 21,832.80

DETAIL OF PAYMENT:

IST INSTALLMENT FOR SECTION 5.3 OF

THE PARTNERSHIP AGREEMENT-MEMO

JAN 25, 2018

WE HAVE RECEIVED PAYMENT BY DEBIT ACCOUNT

A/C NO.: A/C NAME: 3812046666

ASIAN INSTITUTE OF TECHNOLOGY

#### **DETAILS AS FOLLOWS:**

DESCRIPTION	CCY	AMOUNT	RATE	FX REF. NO.	CCY	AMOUNT
Principal Amount	EUR	21,832.80	39.46	66162475	THB	861,522.29
SWIFT/TELEX CHARGES***				<del>,,_</del>	THB	400.00
REMITTANCE & AMEND COMM. THB***					ТНВ	100.00
FBC PAY IN FULL TXN=EUR FEE=THB***					ТНВ	1,200.00
TOTAL AMOUNT					THB	863,222.29

#### KASIKORNBANK PUBLIC COMPANY LIMITED

#### -THIS-RECEIPT-DOES-NOT-REQUIRE-AN-AUTHORIZED-SIGNATURE.

ACCORDING TO REVENUE DEPARTMENT ORDER POR 112/2545 YOU ARE OBLIGED TO DEDUCT 3% INCOME TAX UP FRONT FROM PAYMENT OF FEES AND OTHER SERVICES, AND SUBMIT TO REVENUE DEPARTMENT WITHIN 7<sup>TH</sup> DAY OF THE FOLLOWING MONTH \*\*\* TOTAL FEE FROM 1,000 BAHT AFTER COUPON DEDUCTION (IF ANY) PER TRANSACTION CAN BE USED FOR **REFUNDING TAX 3%** 





# **PAYMENT REQUEST**

Date

8-Feb-18

Reference No.

Subject
Purpose of

Payment

PAYMENT REQUEST

Requesting for transfer of the first installment to Universtiy of Politechnica of Bucharest, Romania

Received D8 FEB 2018 SET Dean's Office

D. E. 214, 000, 000W.   Requesting for transfer of the first installment to University   21,832.80				PAYMENT D	ETAILS		Payment due date	
Address   Spt. Independentel or 313, 000042 sector 6, Bucuresti, Romania   INVOICE CURRENCY   Currency   Baht   Other currency   EURO   (specify currency   Baht   Account Name   Details   Payment   To be fixed to standard   Payment   Payment   To be fixed to standard   Payment   Payment	BENEFICIA	ARY (one Paym	ent Request for one be	eneficiary)		a year, pitt.	Explanation (in ca	se of emergency)
Address   Spt. Independentel in 313, 000042 sector 6, Bucuresti, Romania   INVOICE CURRENCY   Currency   Baht   Other currency   EURO   (specify currency   To be filted   Currency   Currency   Currency   Details   Payment   To be filted   Currency   To be filted   Currency	Name	Universita	tea POLITEHNICA	din Bucurestri	ID	- August Marie Mar	991	
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Diz. 21A, 000, 00690   Requesting for transfer of the first installment to University of Politechnica of Bucharest, Romania	INV#	Account Na	ame		Details		Payment	To be filled by Finance only
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Prepared by: School/ Unit  Requested by: School/ Unit  Approved by: School/ Unit  Enail pornpun@ait.ac.th  Verification  By  Dr. Pisut Koomsap  Dr. Pisut Koomsap Project Leader  Budget verified by Finance  Budget verified by Finance  By  Dale  Dale  Dale  Dale  Approved by: School/ Unit  Enail pornpun@ait.ac.th	Reaso  B E  Bank name  Account num  IBAN	Bank Transfer	BANK TRANSFER BRD-GROUPE SO 96219344100 : UI R078 BRDE 410S \ BRDEROBU	DETAILS CIETE GENERALE PB-MSIE4EPP EUR /962 1934 4100	Pay to AC name U  Bank fee to charge t	O A/C POLITEHNICA, SPI	EHNICA din Bucurestri	
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School/ Unit Dr. Pisut Koomsap Department Head ISE  By  Date	Reaso  Bank name Account num IBAN BIC/SWIFT ( ( in case  Prepared by School/ Uni Requested by School/ Uni Approved by	Bank Transfer  CODE  CODE	BANK TRANSFER BRD-GROUPE SO! 96219344100: UI R078 BRDE 410S \ BRDEROBU (swift code/ IBAN co	DETAILS CIETE GENERALE PB-MSIE4EPP EUR 1962 1934 4100  ode/ Source code/ ABA gsawade	Pay to AC name [U] Bank fee to charge to AG.  BUG  Code)  Name  Verification By	o A/C POLITEHNICA, SPI CHAREST, 0600	EHNICA din Bucurestri  INDEPENDENTEI NR  042, ROMANIA  Phone 5694 Email pornpun@:	313, SECTOR 6,
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Return date

Dear Khun Oranwan  I would like to informed you about open project form A,B,C and D are still wanting for VPAA approval and now we have to transfer of the first installment to University of Politechnica of Bucharest, Romania at the amount EURO 21,832.80  and Dr. Pisut requested me to send this email on behalf of him for requesting to charge it from sundry creditor account and we will return it once EU Project Account are created.  Thanks & Best regards.  Tuu  Sign-In  Username: [ ]  Password: [ ]  [Log In]	From: Sent: To: Cc: Subject:	Pornpun Pugsawade <pornpun@ait.asia> Wednesday, February 14, 2018 10:42 AM orawan chirapar; pisut; Duangthida Ayutthaya; Duangthida Hussadintorn Na Ayutthaya EU Project</pornpun@ait.asia>
now we have to transfer of the first installment to University of Politechnica of Bucharest, Romania at the amount EURO 21,832.80  and Dr. Pisut requested me to send this email on behalf of him for requesting to charge it from sundry creditor account and we will return it once EU Project Account are created.  Thanks & Best regards.  Tuu  Sign-In  Username: [ ]  Password: [ ]  [Log In]	Dear Khun Oranwan	
Creditor account and we will return it once EU Project Account are created.  Thanks & Best regards.  Tuu  Sign-In  Username: [ ]  Password: [ ]  [Log In]	now we have to transfer of the	oout open project form A,B,C and D are still wanting for VPAA approval and first installment to University of Politechnica of Bucharest, Romania at the
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Chirapar P.

Agency, on condition that the beneficiary has provided the requested necessary documentation and materials on the performed activities to the coordinator within the foreseen deadline.

Necessary documentation and materials on the performed activities are: proofs of expenditure/activity covering the amount already transferred, including requested supporting documentation for the justification of costs; proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

- 5.3 The beneficiary is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiary will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.
- 5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.
- 5.5 The costs of financial transfers shall be borne by the beneficiary. These expenditures will be deducted from the next instalment to the beneficiary.

# Article 6 Reporting

- 6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.
- 6.2 The beneficiary is responsible for submitting an internal report to the coordinator at least 10 working days prior to each of the six regular Project Executive Committee (PEC) meetings to inform the coordinator about the technical progress on institutional implementation of the project and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The technical reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator. Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus plus grant to partners from the Coordinator.
- 6.3 In case the beneficiary does not provide all required reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents in time, the coordinator will inform the beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice will result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.
- 6.4 The coordinator shall provide the beneficiary with the appropriate reporting forms for the

# JURNAL VOUCHER

# NOTE: Post to Jan 2018 and reverse in Feb 2018

JV NO: JV-RV - DAN-OOL

1	ACCOUNTS		ACCOUNTS			ACCOUNTS DEBIT CREDIT (Baht) (Baht)				DESCRIPTIONS		
10	1	111	000	00000	206	9999	26,152,398.33		Jan'18 : Unidentified money deposit to SCB-C/A			
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10	2	214	000	00000	029	9999		26,152,398.33	Jan'18 : Unidentified money deposit to SCB-C/A			
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Prepared by: _		Checked by :	<u> 4</u>	Approved by:	
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# sactions have not issued receipts in January 2018

√nt	Deposit		Transacti		8	
nber	Date	Time	on Code	Channel	Credit Amount	Description
					8.7	
580463012	3/1/2018	8:29	XD	FRCI	11,101.50	22802JS801030053 B/O EBSCO INTERNATI
4680463012	4/1/2018	10:06	QD	TELL	5,960.00	เอ็กเชน ทาวเวอร์
4680463012	4/1/2018	8:23	XD	FRCI	11,077.00	22802JS801040021 B/O EBSCO INTERNATI
4680463012	6/1/2018	12:57	CD	TELL	100,000.00	เข็นทรัลพลาชา เชียงราย
4680463012	8/1/2018	13:14	XD	FRCI	7,336.45	22802JS801080251 B/O FRANCIS MARCHAN
4680463012	9/1/2018	15:16	CD	TELL	22,745.00	จุฬาลงกรณ์มหาวิทยาลัย
4680463012	10/1/2018	11:05	XD	IFT	19,695.30	BNT MD RAHMAN SCBLTHBX 43172BN801101239
4680463012	12/1/2018	2:12	XD .	ATS	257,512.00	MCL 00127966001 00017
4680463012	18/01/2018	14:47	CD	TELL	1,000.00	เจริญกรุง ซอย 72
4680463012	18/01/2018	14:59	XD	FRCI	1,589.50	22802JS801180282 B/O SEPAKAT SETIA P
4680463012	18/01/2018	10:14	XD	FRCI	645,243.00	22802JE801180047 B/O UNDP
4680463012	19/01/2018	10:07	XD	IFT	/ 391,603.39	BNT AKADEMI S KASITHBK 43172BN801190676
4680463012	19/01/2018	15:12	XD	FRCI	19,043,083.20	22802JE801190808 B/O COMMISSION DES
4680463012	20/01/2018	12:55	CD	TELL	31,500.00	ตลาดไท
4680463012	22/01/2018	8:27	XD	FRCI	5,195.80	22802JS801220028 B/O EBSCO INTERNATI
4680463012	23/01/2018	8:30	XD	FRCI	3,440.90	22802JS801230035 B/O G P GEOTECHNICS
4680463012	24/01/2018	14:49	XD	FRCI	67,790.25	22802JE801240901 B/O THIVE SOPHEA
4680463012	25/01/2018	11:25	CD	TELL	20,000.00	เทสโก้ โลตัส สงขลา
4680463012	26/01/2018	11:18	CP	TELL	80.0.00	มหาวิทยาลัยมหิดล
4680463012	26/01/2018	2:35	XD	ATS	91,192.00	MCL 00910054477 00002
4 1463012	29/01/2018	11:49	XD	FRCI	77,925.00	22802JE801290852 B/O ERIA
33012	29/01/2018	2:09	XD	ATS	4,500.00	MCL 01647676330 00031
4680-03012	30/01/2018	2:43	XD	ATS	42,000.00	MCL 00803000017 00002
4680463012	30/01/2018	18:56	CD	TELL	202,400.00	ฟิวเจอร์ พาร์ค รังสิต
4680463012	30/01/2018	11:08	QD	TELL	309,000.00	โรงพยาบาลธรรมศาสตร์เฉลิมพระเกี
4680463012	31/01/2018	14:14	XD	BCMS	3,200.00	DCP 4680577196 YONGHOUSE CO.,LTD.
4680463012	31/01/2018	15:09	CD	TELL	27,000.00	ถนนประชาสงเคราะห์
4680463012	31/01/2018	11:02	XD	IFT	583,217.46	BNT ASIAN DEV CITITHBX 43172BN801311340
4680463012	31/01/2018	10:58	XD	IFT	4,165,290.58	BNT ASIAN DEV CITITHBX 43172BN801311317
			Total		26,152,398.33	



# AIT

Pornpun Pugsawade <pornpun@ait.asia>

# 490,814 from BELGIUM Refer.Dr.Piput Koomsap

sages

.eep Chouychod <prateep@ait.asia> Pornpun Pugsawade <pornpun@ait.asia>

Fri, Jan 19, 2018 at 4:00 PM

----- Forwarded message -----From: Chirapar P. <chirapar@ait.asia> Date: Fri, Jan 19, 2018 at 3:42 PM

Subject: FW: Advice for customer: Inward Remittance JAN 19,2018

To: prateep <prateep@ait.asia>, rungrudee Kamkhuntod <rungrudee@ait.asia>

----Original Message----

From: SCB Inward & MoneyGram [mailto:scbinward@scb.co.th]

Sent: Friday, January 19, 2018 3:13 PM

To: chirapar@ait.asia

Subject: Advice for customer : Inward Remittance JAN 19,2018

# To ASIAN INSTITUTE OF TECHNOLOGY

We refer to your application for Inward Remittance Notifying Service through Electronic Mail. We would like to inform you that we have received an amount of inward remittance transferred into your deposit account and, therefore, would like to send you the Credit Advice in respect of such inward remittance via E-mail as per attached file which you may view or print out.

We, the Siam Commercial Bank Public Company Limited, would like to take this opportunity to deliver our thankfulness to you for your continuing use of our services and hope to have a chance to provide our services to you in the future,

If there is any inaccuracy or any inquiry in respect of the attached file, please feel free to contact [the Inward Remittance and MoneyGram] at tel: 2256-1846-54 or E-mail: scbinward@scb.co.th

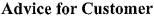
Regards. [the Inward Remittance and MoneyGram] [Payments and Settlements Division] The Siam Commercial Bank Public Company Limited Tel: [0-2256-1846-54]

## DISCLAIMER:

This e-mail is intended solely for the recipient(s) name above. If you are not the intended recipient, any type of your use is prohibited. Any information, comment or statement contained in this e-mail, including any attachments (if any) are those of the author and are not necessarily endorsed by the Bank. The Bank shall, therefore, not be liable or responsible for any of such contents, including damages resulting from any virus transmitted by this e-mail.

This email has been checked for viruses by AVG. http://www.avg.com





Customer Id

Address

: 0000006300

Name

ASIAN INSTITUTE OF TECHNOLOGY

58 MOO 9 KM42 PAHOLYOTHIN HIGHWAY,

: TH 12120 PATHUMTHANI

Paid Date JAN 19,2018

Ref 22802JE801190808

Remittance Type SWIFT

Message:-

Reference No.(20:)

Date, Currency, and Amount Remitting Bank: CITIGB2L

Ordering Bank: CITIGB2L

Ordering Customer

3802593878

2018-01-19 EUR 490,814.00 CITIBANK N.A., LONDON CITIBANK N.A., LONDON

/GB59CITI18500812011050

COMMISSION DES COMMUNAUTES

RUE DE LA LOI 200 B-1040 BRUSSELS BELGIUM

Beneficiary Customer

/4680463012

ASIAN INSTITUTE OF TECHNOLOGY 58 MOO 9 KM42 PAHOLYOTHIN HIGHWAY,

TH 12120 PATHUMTHANI

Details of Payment

1884000809 586137-EPP-1-2017-1-TH-E

PPKA2-CBHE-2017-3515/001/01 PREFINA NCING CBHE ASIAN INSTITUTE OF TECHN

OLOGYKOOMSAP,PISUT

Cr.Type & BenBank Account No./Chq No.	Objective Deal ID	RemCur & Amount	PayCur & Amount Rate & Rate Type	Baht Amount
IDA-SICOTH5367 4680463012	318013 / 1715 1803415	EUR 490,814.00	THB 19,043,583.20 @38.8000000 SP	19,043,583.20
Total Paid			Baht	19,043,583.20
Commission Email on Inw	ard		THB 0.00 @1.0000000	0.00
Commission			THB 500.00 @1.0000000	500.00
Net Paid			THB 19,043,083.20	19,043,083.20

The Siam Commercial Bank PCL., Head Office

NO AUTHORIZED SIGNATURE REQUIRED IF COMPUTER GENERATED VALIDATION IS PRINTED

Approved by: NOPPADON

Inward Remittance

Tel.

0-2256-1846 to 56

Requested by : NOPPADON

Date: JAN 19,2018

Time: 15:12:41

No of Printing: 1

.∌gards ier/Finance Department 12.524 5059 FRC Inward Transfer.pdf 163K

Pornpun Pugsawade <pornpun@ait.asia>

Mon, Jan 22, 2018 at 9:13 AM

To: pisut <pisut@ait.asia>

[Quoted text hidden]

FRC Inward Transfer.pdf 163K





Industrial Systems Engineering S'chool of Engineering and Technology Postal Address: P.O. Box 4 Klong Luang Pathumthani 12120 Thailand

Street Address: Km. 42 Paholyothin Highway Klong Luang Pathumthani 12120 Thailand

2 6 JAN 2018

(For local calls, dial 02 before the tel/fax nos.) Tel: (66-2) 524 5675 Fax: (66-2) 524 5697 http://www.ise.ait.ac.th

# **MEMORANDUM**

January 25, 2018

To:

Mr. Noppadon Rittipongshusit, Head Finance

Through:

Prof. Sivanappan Kumar, VPAA

Prof. Voratas Kachitvichyanukul, Dean SET

From:

Pisut Koomsap, MSIE 4.0 project coordinator/ Head ISE

Subject:

Request for transfer of the first instalment to University Politechnica of

Bucharest, Romania

Attachment: Payment request from University Politechnica of Bucharest,

Bank account of University Politechnica of Bucharest, Annex II of the Partnership Agreement between University

Politechnica of Bucharest and AIT,

Section 5.3 of the Partnership Agreement

Referring to section 5.3 of article 5 of the Partnership Agreement between University Politechnica of Bucharest (UPB), Romania and AIT, the budget allocated to UPB as indicated in Annex II of the Agreement will be arranged in five instalments.

UPB has fulfilled the requirements for the first instalment by signing the Partnership Agreement and making the first payment request of 21,832.80 EURO which is 30% of the total budget allocated to UPB according to section 5.3.1 of the Partnership Agreement. Therefore, may I request for the transfer of the amount of 21,832.80 EURO to UPB to the provided bank account.

Your kind consideration and strong support are highly appreciated.

Best regards,







### Annex IV - Request for payment form

January 18th, 2018

For the attention of Asian Institute of Technology Prof. Worsak Kanok-Nukulchai 58 Moo 9, Km. 42, Paholyothin Highway, Klong Nueng, Klong Luang, Pathumthani, 12120, Thailand

Grant Agreement Number: 2017-3515/001-001

Project Name: Curriculum Development of Master's Degree Program in Industrial Engineering for

Thailand Sustainable Smart Industry (MSIE4.0)

Project Number: 586137-EPP-1-2017-1-TH-EPPKA2-CBHE-JP

Name and address of beneficiary: Universitatea POLITEHNICA din Bucuresti Spl. Independentei nr 313, 060042 sector 6, Bucuresti, Romania

Request for payment number: 1/2018

Dear Sir,

I hereby request 1st instalment of the Erasmus+ grant contribution under the Grant Agreement mentioned above, and based on the partnership agreement.

The amount requested is 21.832,80 EURO

The payment should be made to the bank account of our institution defined in the Partnership Agreement.

For the Beneficial Vive

Date 18/01/2018

## Annex III - Individual bank account of the beneficiary

	BANKING DETAILS
ACCOUNT NAME	UPB – MSIE4EPP EUR
ACCOUNT NUMBER	96219344100
IBAN*	RO78 BRDE 410S V962 1934 4100
BIC/SWIFT CODE	BRDEROBU
BANK NAME	BRD – GROUPE SOCIETE GENERALE

ADI	DRESS OF BANK BRANCH
STREET & NUMBER	AG. POLITEHNICA
	SPL. INDEPENDENTEI NR 313, SECTOR 6
TOWN/CITY	BUCHAREST
POSTCODE	060042
COUNTRY	ROMANIA

<sup>\*</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

For the Beneficiary
The legal representative
Milinea COSTOIU

Done in Bucharest

Date 18/01/2018

#### Payment arrangements

- 5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to the beneficiary using the bank account stipulated in Annex III of this Agreement.
- 5.2 For the purpose of transferring the part of the Erasmus+ grant contribution, the beneficiary will send Request for payment (using the Annex IV of this Agreement) to the coordinator, duly signed by the legal representative of the beneficiary, for each instalment calculated and approved by the coordinator on the basis of previous verified expenses and/or submitted outputs.
- 5.3 The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:
- 5.3.1 First instalment of first pre-financing: The coordinator will transfer 30% of the beneficiary's total Erasmus+ grant budget after the signing of this Agreement, deducting the funds intended for equipment purchase (if applicable) which shall be transferred on the receipt of the requisite documentation as outlined in section 5.3.3 of this agreement. This disbursement is subject to the receipt of the first pre-financing payment by the Coordinator from the Executive Agency.
- 5.3.2 Second instalment of first pre-financing: The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, deducted for the funds intended for equipment purchase (if applicable), after the coordinator has received and approved necessary documentation and materials on the performed activities.
- 5.3.3 The coordinator will transfer funds for the purchase of the equipment (equipment is intended exclusively for the Partner Country Higher Education Institutions, included in the partnership, as defined in the Programme Guide and Guidelines for the Use of the Grant) under the condition that the coordinator has received the requested documentation as proof that the appropriate procedure has been conducted and on the basis of eligible costs stipulated in contract(s) duly signed by the beneficiary and selected supplier(s), followed by corresponding invoice(s). Grant for the purchase of equipment has to be used exclusively for the purchase of equipment for the beneficiary for the purpose of the implementation of the project (equipment directly relevant to the objectives of the project). The equipment shall be the ownership of the beneficiary and must be recorded in the inventory of the institution where it is installed. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ logo in a form of a sticker as defined by the Executive Agency. The beneficiary may not split the purchase of the equipment into smaller contracts below the threshold, in order to avoid launching a formal tendering procedure. Since the joint tendering procedure is the expression of a sound and cost-efficient management, beneficiary will inform the coordinator in a timely manner about the intention of purchase of the equipment and will not undertake any further actions related to the matter before the approval of the coordinator.
- 5.3.4 First instalment of second pre-financing: The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, provided that the coordinator has received the second pre-financing payment from the Executive Agency and the coordinator has received and approved necessary documentation and materials on the performed activities. In addition, the beneficiary will have to demonstrate expenditures covering at least 70% of the total amount already transferred.
- 5.3.5 Second instalment of second pre-financing: The coordinator will transfer 20% of the beneficiary's total Erasmus+ grant budget, after the coordinator has received and approved necessary documentation and materials on the performed activities. In addition, the beneficiary will have to demonstrate expenditures covering at least 70% of the total amount already transferred.
- 5.3.6 Payment of the balance: The final amount of the grant to be transferred to the beneficiary by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report. All outstanding payments to cover actual eligible expenditures that have not been received in previous instalments will

N.W.

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be transferred to the beneficiary within 30 days after the receipt of final payment from the Executive Agency, on condition that the beneficiary has provided the requested necessary documentation and materials on the performed activities to the coordinator within the foreseen deadline. Necessary documentation and materials on the performed activities are: proofs of expenditure/activity covering the amount already transferred, including requested supporting documentation for the justification of costs; proofs that the activities have been actually and properly implemented and/or that the expected output(s) have been produced; reports requested by the Executive Agency, as well as internal reports on implementation of the project.

- 5.3 The beneficiary is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiary will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.
- 5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.
- 5.5 The costs of financial transfers shall be borne by the beneficiary. These expenditures will be deducted from the next instalment to the beneficiary.

#### Article 6 Reporting

- 6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiary commit to provide the coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.
- 6.2 The beneficiary is responsible for submitting an internal report to the coordinator at least 10 working days prior to each of the six regular Project Executive Committee (PEC) meetings to inform the coordinator about the technical progress on institutional implementation of the project and partners' financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The technical reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator. Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus plus grant to partners from the Coordinator.
- 6.3 In case the beneficiary does not provide all required reports with appropriate and accurate information therein, together with financial statements and copies of supporting documents in time, the coordinator will inform the beneficiary's project manager about this in written form, with the beneficiary's legal representative in carbon copy. Failure to provide all requested documents and information within 10 working days from the date of coordinator's notice will result in suspending further instalments of the Erasmus+ grant contribution to the beneficiary. The coordinator reserves the right to consult the Executive Agency if the activities declared by beneficiary and/or delivered outputs are questionable.
- 6.4 The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO.

