

GENERAL INSTRUCTIONS - CBHE 2017 - ANNEX VI - FINANCIAL STATEMENTS

When opening the file and in order to make it work properly:

- Save the file on your desktop and save it as an "Excel Macro-Enable Workbook" file.
- Please click "enable content" if requested by your system.
- Please click "activate the macros" if requested by your system.
- Go to file => option => advanced => display option for this workbook => For objects, click the "show all" option.

IMPORTANT NOTE:

- This Excel sheet is most suited to the Windows operating system using MS Office 2010.
- This Excel sheet is protected and pre-formatted, meaning that **only the buttons and blue coloured fields are accessible for encoding data**. TO AVOID ANY ERROR OF CALCULATION, PLEASE DO NOT COPY/PASTE DATA FROM OTHER SOURCES (DATA MUST BE ENCODED OR SELECTED VIA THE DROPDOWN MENUS) and ensure that the data encoded is correct.

PURPOSE OF THIS TOOL

This Excel file (**CBHE 2017 - ANNEX VI - FINANCIAL STATEMENTS**) is a tool that has to be used for:

- 1) Fulfilling your reporting obligations as specified under Article I.4. and in Annex V and VI of the Grant Agreement.
- 2) Monitoring the use of the grant for what concerns the disbursement of actual and unit costs, throughout project implementation. This will allow the partnership to monitor its budget consumption and the progress made in the implementation of the activities funded through unit costs.

In addition to these instructions, the file includes the following sheets:

• **2 sheets (yellow tabs):**

- "Final financial statement", to be sent together with the Final report on implementation of the action" and other documents following the instructions specified in Annex V and VI of the Grant Agreement.
- "Costs incurred & 2nd Prefinancing", to be sent together with the "Progress report on implementation of the action" and other documents following the instructions specified in Annex V and VI of the Grant Agreement.

• **4 individual "financial tables" for the respective budget headings (blue tabs):**

1. Staff costs – 2.3 Travel costs & Costs of stay – 4. Equipment – 5. Subcontracting; these tables must be filled in throughout the project implementation

Please note that if one or more data/information to be filled in the blue coloured cells is missing, an error message will appear in red in the last column.

- To add a row, click the button "ADD ROW" (the row will be added after the row currently selected)
- To delete a row, click the button "DELETE ROW" (the row that will be deleted is the row currently selected)
- To duplicate a row, click the button "DUPLICATE ROW" (enter the row to duplicate, the row will be added after the row currently selected)

• **1 sheet "Co-financing" (purple tab):** to be filled in for information only.

• **2 summary sheets (green tabs)** , which are available for information only, and for monitoring the budget consumption. These sheets are filled in automatically. No data can be encoded.

- "Breakdown & Project funding"
- "Breakdown Staff - Travel costs & Costs of stay"

Important notice:

Before completing the financial tables with their respective data, you must first fill in the "Final Financial statement" sheet following the instructions below. This will allow you to complete the individual "financial tables" for each budget heading (instructions provided below). The financial information for the "Final financial statement" and the "Costs incurred & 2nd Prefinancing" will be filled in automatically once the "financial tables" for each budget heading are filled in.

"FINAL FINANCIAL STATEMENT"

Information to be encoded (blue coloured cells):

- Project number (to be encoded) - please use the same numbering reported in the Grant Agreement
- Grant Awarded (to be encoded) - please report the budget as detailed in Annex III of the Grant Agreement or any subsequent amendments (if applicable)
- Name of Partner (to be encoded) - please encode the name of each of the project Partners **following the same order as in Annex IV of the Grant Agreement**
- Country (to be chosen via a "drop down menu")
- Only for project with "Special Mobility Strand": Please fill in the cells in the section "Special Mobility Strand" following the data/information reported in the "mobility tool".
- IBAN: Please fill in the Bank account number. Please note that the bank account indicated must be the same as the one specified in the Grant Agreement or any subsequent amendments (if applicable). In case you wish to indicate a new bank account, you need to contact the Agency and request an amendment to the Grant Agreement.
- Date
- Name and Function
- Signature

"COSTS INCURRED & 2nd PREFINANCING"

Please note that this sheet is automatically filled in with the information provided in the sheet "Final financial statement" and in the sheets "financial tables". If the cell "Eligible for 2nd Prefinancing" (cell K16) is green, it means that you have used at least 70 % of the previous pre-financing instalment paid and that you can request the 2nd Prefinancing by ticking the box "I hereby do request the payment of the second prefinancing" (cell B86).

Please note that the eligibility of the costs incurred (Excel file) will be assessed at Final Reporting stage (art. II.24 and II.25 of the Grant Agreement) Therefore, the approval of the *Progress report on the implementation of the action* does not automatically imply the approval of the corresponding costs included in this reporting exercise.

1. "STAFF COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")
- Partner No. (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Name of Staff Member (to be encoded)
- Staff category (to be chosen via a "drop down menu"). The value must correspond to the nature of the task and not necessarily to the role of the staff member in the organisation.
- Short description of tasks (to be encoded)
- From: Please encode the start date of the working period (to be encoded)
- To: Please encode the end date of the working period (to be encoded)
- Number of days: please encode the number of days worked for the project in the working period. Number of days declared can be lower than those of the working period (e.g. holidays during the declared period) but cannot be higher. If so, the calculation of unit costs will be automatically limited to the total calendar day's period declared.
- The total amount for staff costs is calculated automatically in column N. (number of days x unit cost)

2 - 3. "TRAVEL COSTS & COSTS OF STAY"

Information to be encoded (blue coloured cells):

Please note that one row has to be filled in for every single person travelling

- Work package (to be chosen via a "drop down menu")
- Partner No. (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Name of the person travelling (to be encoded)
- Staff/Student (can be chosen only via a "drop down menu")
- City and Country of departure (to be encoded).
- City and Country of destination (to be encoded).

Please fill in exactly the name of the city and Country. This data/information is used to determine the travel distance band.

- Number of days (to be encoded). Please fill in the number of days dedicated to the activity (including travel) and for which costs of stay are claimed. Please note that if more days than the maximum calendar days between Departure date and Return date are reported, the calculation of unit costs will be automatically limited to the total calendar day's period declared.
 - Travel distance (to be encoded). Please fill in the number of kilometres from the city of departure to the city of destination using the Erasmus+ travel distance calculator: http://ec.europa.eu/education/tools/distance_en.htm. Please note that unit costs for "Travel" are calculated exclusively on the basis of this number.
- The total amount for travel and costs of stay is calculated automatically in columns O,P and Q.

4. "EQUIPMENT COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")
- No. of the partner benefitting from the equipment (to be chosen via a "drop down menu")

Please note that Equipment is intended exclusively for the Partner Country Higher Education Institutions (as defined in the Programme Guide) which are included in the partnership. Therefore, only costs allocated to partners from "Partner countries" can be reported. If more project partners are benefitting from the same equipment, the costs can be split into more rows and allocated to different partners.

- Supporting document Ref. (to be encoded)
- Invoice date (to be encoded) - format must be dd/mm/yy
- Nature, type and specification of the item (to be encoded)
- Providing company (to be encoded)
- Amount of VAT and Taxes in euro. Please encode the amount of VAT and/or other taxes only if this amount has been charged to the project.
- Exchange Rate used: calculated automatically following the encoding of the "Amount indicated on the invoice" and the "Amount charged to the project". The Exchange Rate used must be in line with Art. I.10.2 of the Grant Agreement and the Guidelines for the Use of the Grant (Section 3.2.4), using the inforeuro website <http://ec.europa.eu/budget/inforeuro/>

5. "SUBCONTRACTING COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")

- No. of the partner who paid for the subcontracting (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Invoice date (to be encoded) - format must be dd/mm/yy
- Nature, type and specification of the item (to be encoded)
- Providing company (to be encoded)
- Amount of VAT and Taxes in euro. Please encode the amount of VAT and/or other taxes only if this amount has been charged to the project.
- Exchange Rate used: calculated automatically following the encoding of the "Amount indicated on the invoice" and the "Amount charged to the project". The Exchange Rate used must be in line with Art. I.10.2 of the Grant Agreement and the Guidelines for the Use of the Grant (Section 3.2.4), using the inforeuro website <http://ec.europa.eu/budget/inforeuro/>

"CO-FINANCING"

Please note that information on the co-financing must be filled in for statistical purposes only. Therefore, it will not have any impact on the amount of the final grant.

ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number	586137-EPP-1-2017-1-TH-EPPKA2-CBHE-JP	Co-financing (for information only)	0.00
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Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	38,367.00	6,934.00
2. Travel Costs	13,700.00	6,040.00
3. Costs of Stay	15,120.00	5,760.00
4. Equipment Costs	9,500.00	1,495.54
5. Subcontracting Costs	0.00	0.00
A. Grant for Project Activities	76,687.00	20,229.54
B. Additional Grant for Special Mobility Strand	0.00	0.00
Total Grant requested from the European Union (A + B)	76,687.00	20,229.54

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	Khon Kaen University	Thailand	Partner Countries	6,934.00	6,040.00	5,760.00	1,495.54	-	20,229.54
P2				-	-	-	-	-	-
P3				-	-	-	-	-	-
P4				-	-	-	-	-	-
P5				-	-	-	-	-	-
P6				-	-	-	-	-	-
P7				-	-	-	-	-	-
P8				-	-	-	-	-	-
P9				-	-	-	-	-	-
P10				-	-	-	-	-	-
P11				-	-	-	-	-	-
P12				-	-	-	-	-	-
P13				-	-	-	-	-	-
P14				-	-	-	-	-	-
P15				-	-	-	-	-	-
P16				-	-	-	-	-	-
P17				-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-
P20				-	-	-	-	-	-
P21				-	-	-	-	-	-
P22				-	-	-	-	-	-
P23				-	-	-	-	-	-
P24				-	-	-	-	-	-
P25				-	-	-	-	-	-
P26				-	-	-	-	-	-
P27				-	-	-	-	-	-
P28				-	-	-	-	-	-
P29				-	-	-	-	-	-
P30				-	-	-	-	-	-
P31				-	-	-	-	-	-
P32				-	-	-	-	-	-
P33				-	-	-	-	-	-
P34				-	-	-	-	-	-
P35				-	-	-	-	-	-
P36				-	-	-	-	-	-
P37				-	-	-	-	-	-
P38				-	-	-	-	-	-
P39				-	-	-	-	-	-
P40				-	-	-	-	-	-
P41				-	-	-	-	-	-
P42				-	-	-	-	-	-
P43				-	-	-	-	-	-
P44				-	-	-	-	-	-
P45				-	-	-	-	-	-
P46				-	-	-	-	-	-
P47				-	-	-	-	-	-
P48				-	-	-	-	-	-
P49				-	-	-	-	-	-
P50				-	-	-	-	-	-
P51				-	-	-	-	-	-
P52				-	-	-	-	-	-
P53				-	-	-	-	-	-
P54				-	-	-	-	-	-
P55				-	-	-	-	-	-
TOTAL (not including point B. Additional Grant for Special Mobility Strand)									20,229.54

SPECIAL MOBILITY STRAND	Students From Partner Countries	Students From Programme Countries	Staff From Partner Countries	Staff From Programme Countries
Amount Spent (in EUR)	0.00	0.00	0.00	0.00
Number of Participants	0	0	0	0

REQUEST FOR PAYMENT

I hereby request the payment of the balance to the following bank account

IBAN

Date, name and signature of the legal representative of the beneficiary institution:

Date: _____ Name: _____ Function: _____ Signature of the legal representative: _____

* If the financial statement is not signed by the legal representative, please provide documentation of accreditation showing that the person who signed the financial statement has the right to sign on behalf of the legal representative.

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT AND REQUEST FOR PAYMENT (SECOND PRE-FINANCING)

Project Number	586137-EPP-1-2017-1-TH-EPPKA2-CBHE-JP
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Co-financing (for information only)	0.00
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Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	38,367.00	6,934.00
2. Travel Costs	13,700.00	6,040.00
3. Costs of Stay	15,120.00	5,760.00
4. Equipment Costs	9,500.00	1,495.54
5. Subcontracting Costs	0.00	0.00
A. Grant for Project Activities	76,687.00	20,229.54
B. Additional Grant for Special Mobility Strand	0.00	0.00
Total Grant requested from the European Union (A + B)	76,687.00	20,229.54

Amount of 1st Prefinancing	38,343.50
% Spent on 1st Prefinancing	52.76%
Eligible for 2nd Prefinancing	NO
Amount of 2nd Prefinancing	0.00

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT (in EUR)

Partner N°	Name of Partner	Country	PR/PA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	Khon Kaen University	Thailand	Partner Countries	6,934.00	6,040.00	5,760.00	1,495.54	-	20,229.54
P2				-	-	-	-	-	-
P3				-	-	-	-	-	-
P4				-	-	-	-	-	-
P5				-	-	-	-	-	-
P6				-	-	-	-	-	-
P7				-	-	-	-	-	-
P8				-	-	-	-	-	-
P9				-	-	-	-	-	-
P10				-	-	-	-	-	-
P11				-	-	-	-	-	-
P12				-	-	-	-	-	-
P13				-	-	-	-	-	-
P14				-	-	-	-	-	-
P15				-	-	-	-	-	-
P16				-	-	-	-	-	-
P17				-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-
P20				-	-	-	-	-	-
P21				-	-	-	-	-	-
P22				-	-	-	-	-	-
P23				-	-	-	-	-	-
P24				-	-	-	-	-	-
P25				-	-	-	-	-	-
P26				-	-	-	-	-	-
P27				-	-	-	-	-	-
P28				-	-	-	-	-	-
P29				-	-	-	-	-	-
P30				-	-	-	-	-	-
P31				-	-	-	-	-	-
P32				-	-	-	-	-	-
P33				-	-	-	-	-	-
P34				-	-	-	-	-	-
P35				-	-	-	-	-	-
P36				-	-	-	-	-	-
P37				-	-	-	-	-	-
P38				-	-	-	-	-	-
P39				-	-	-	-	-	-
P40				-	-	-	-	-	-
P41				-	-	-	-	-	-
P42				-	-	-	-	-	-
P43				-	-	-	-	-	-
P44				-	-	-	-	-	-
P45				-	-	-	-	-	-
P46				-	-	-	-	-	-
P47				-	-	-	-	-	-
P48				-	-	-	-	-	-
P49				-	-	-	-	-	-
P50				-	-	-	-	-	-
P51				-	-	-	-	-	-
P52				-	-	-	-	-	-
P53				-	-	-	-	-	-
P54				-	-	-	-	-	-
P55				-	-	-	-	-	-
TOTAL (not including the point B. Additional Grant for Special Mobility Strand)									20,229.54

SPECIAL MOBILITY STRAND	Students From Partner Countries	Students From Programme Countries	Staff From Partner Countries	Staff From Programme Countries
Amount Spent (in EUR)	0.00	0.00	0.00	0.00
Number of Participants	0	0	0	0

REQUEST FOR THE SECOND PRE-FINANCING

I hereby do request the payment of the 2nd prefinancing

IBAN To encode in the final financial statement sheet

Date, name and signature of the legal representative of the beneficiary institution:

Date: _____ Name: _____ Function: _____ Signature of the legal representative: _____

* If the financial statement is not signed by the legal representative, please provide documentation of accreditation showing that the person who signed the financial statement has the right to sign on behalf of the legal representative.

Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve	25/07/18	25/07/18	0	57.00	0.00
Preparation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Contact 40 students to do the questionnaires about student assessment.	02/08/18	03/08/18	1	57.00	57.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Contact WPS members to discuss about the details of Portugal meeting, design and prepare flyer and Collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve.	20/08/18	24/08/18	1	57.00	57.00
Management	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Provide and distribute invitation letters for WPS member who are going to apply Portugal Visa	14/08/18	14/08/18	0	57.00	0.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Final meeting before going to Portugal, revise the dissemination poster of English version, check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve.	03/09/18	25/09/18	1	57.00	57.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Redesign the dissemination poster of English version, draft the target group of dissemination material form (Version I), redesign the target group of dissemination material form (Version II), design the dissemination poster of Thai version, provide the ticket and all document for A. Konkrit to join the meeting in Chiangmai University. Check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve and draft the dissemination letter to publicize MOSE Project in the government organization.	01/10/18	29/10/18	3	57.00	171.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Do the monthly time sheet and help to do PPT for WPS members	29/11/18	29/11/18	0	57.00	0.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve.	25/12/18	25/12/18	1	57.00	57.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve.	25/01/19	25/01/19	0	57.00	0.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve. And Book the meeting room to prepare KKU seminar.	25/02/19	25/02/19	1	57.00	57.00
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-T-05	Butsarapon Intasaeng	Technical Staff	Check and collect all staff monthly time sheets and bring them all to faculty of Engineering dean to approve. And assist in KKU seminar.	25/03/19	25/03/19	1	57.00	57.00

2-3. Travel Costs & Costs of Stay

Total Travel Costs (in EUR)		6,040.00														
Total Costs of Stay (in EUR)		5,760.00														
Work Package	Partner n°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of the Person travelling	Student/ Staff	City and Country of Departure	City and Country of Destination	Departure Date (dd/mm/yy)	Return Date (dd/mm/yy)	Number of days for Costs of Stay	Travel Distance (in KM)	Travel Costs calculated (EUR)	Costs of Stay calculated (EUR)	Total calculated (EUR)	Check Data Encoding
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-01-01	Kanchana Sehanan	Staff	Khon Kaen, TH	Pathumthani, Bangkok, TH	11/02/18	13/02/18	3	355	180	360.00	540.00	
Management	P2	Khon Kaen University	Thailand	P2-03-01	Thitipong Jamsue	Staff	Khon Kaen, TH	Pathumthani, Bangkok, TH	11/02/18	13/02/18	3	355	180	360.00	540.00	
Quality Plan	P2	Khon Kaen University	Thailand	P2-04-01	Siront Pattanasapao	Staff	Khon Kaen, TH	Pathumthani, Bangkok, TH	11/02/18	13/02/18	3	355	180	360.00	540.00	
Development	P2	Khon Kaen University	Thailand	P2-02-01	Korndil Pinyuek	Staff	Khon Kaen, TH	Chiangmai, TH	25/09/18	27/09/18	2	654	275	360.00	635.00	
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-01-02	Kanchana Sehanan	Staff	Khon Kaen, TH	Guimaraes, Portugal	08/09/18	16/09/18	7	11,031	1,100	840.00	1,940.00	
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-02-02	Korndil Pinyuek	Staff	Khon Kaen, TH	Guimaraes, Portugal	08/09/18	16/09/18	7	11,031	1,100	840.00	1,940.00	
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-03-02	Thitipong Jamsue	Staff	Khon Kaen, TH	Guimaraes, Portugal	08/09/18	16/09/18	7	11,031	1,100	840.00	1,940.00	
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-04-02	Siront Pattanasapao	Staff	Khon Kaen, TH	Guimaraes, Portugal	08/09/18	16/09/18	7	11,031	1,100	840.00	1,940.00	
Development	P2	Khon Kaen University	Thailand	P2-03-03	Thitipong Jamsue	Staff	Khon Kaen, TH	Chiangmai, TH	28/01/19	30/01/19	3	654	275	360.00	635.00	
Dissemination & Exploitation	P2	Khon Kaen University	Thailand	P2-01-03	Kanchana Sehanan	Staff	Khon Kaen, TH	Chiangmai, TH	28/01/19	30/01/19	3	654	275	360.00	635.00	
Quality Plan	P2	Khon Kaen University	Thailand	P2-04-03	Siront Pattanasapao	Staff	Khon Kaen, TH	Chiangmai, TH	28/01/19	30/01/19	3	654	275	360.00	635.00	

4. Equipment Costs

Total (EUR)		1,495.54											
Work Package	Partner N°	Name of Partner benefiting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amount of VAT and Taxes in Euro (to be indicated only if this amount is included in the amount charged to the project)	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
Development	P2	Khon Kaen University	Thailand	P9-2-E-190219-01	19/03/19	LOGITECH MEETUP VDO conference unit	Birds Eye View Integration Co., Ltd	2,240.00	34,240.00	Baht	38.92900	879.55	
Development	P2	Khon Kaen University	Thailand	P9-2-E-180219-01	19/03/19	BROTHER Multi-function printer MPC-3530CDW (3*) with toners	IT City	1,568.78	23,980.00	Baht	38.92920	615.99	

5. Subcontracting Costs

Total (EUR)		0.00											
Work Package	Partner N°	Name of Partner who paid for the subcontracting (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amount of VAT and Taxes in Euro (to be indicated only if this amount is included in the amount charged to the project)	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
								0.00	0.00			0.00	Error

Co-financing (for information only)							
Total (EUR)	0.00						
Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Budget Heading*	Source of Co-financing**	Nature, type and specifications of the item***	Amount (in EUR)	Check Data Encoding
						0.00	Error

* e.g.: Equipment, Staff costs, travel costs and/or costs of stay, printing & publishing

** e.g.: governmental grant, organisation/institution's own resources

*** e.g.: printing course material (200 copies); renting conference premises (2 days, 100 participants); etc.

Budget Breakdown by Workpackage / Budget Headings

Work Package	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Preparation	1,794.00	-	-	-	-		1,794.00
Development	400.00	550.00	600.00	1,495.54	-		3,045.54
Quality Plan	480.00	455.00	720.00	-	-		1,655.00
Dissemination & Exploitation	3,456.00	4,855.00	4,080.00	-	-		12,391.00
Management	804.00	180.00	360.00	-	-		1,344.00
Total	6,934.00	6,040.00	5,760.00	1,495.54	-	-	20,229.54

Budget Breakdown by Programme or Partner Countries / Budget Headings

Countries	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Programme Countries	-	-	-	-	-	-	-
Partner Countries	6,934.00	6,040.00	5,760.00	1,495.54	-	-	20,229.54
Total	6,934.00	6,040.00	5,760.00	1,495.54	-	-	20,229.54

Budget Breakdown by Partner / Work Package

Partner N°	Preparation	Development	Quality Plan	Dissemination & Exploitation	Management	B. Special Mobility Strand	Total (EUR)
P1	-	-	-	-	-		-
P2	1,794.00	3,045.54	1,655.00	12,391.00	1,344.00		20,229.54
P3	-	-	-	-	-		-
P4	-	-	-	-	-		-
P5	-	-	-	-	-		-
P6	-	-	-	-	-		-
P7	-	-	-	-	-		-
P8	-	-	-	-	-		-
P9	-	-	-	-	-		-
P10	-	-	-	-	-		-
P11	-	-	-	-	-		-
P12	-	-	-	-	-		-
P13	-	-	-	-	-		-
P14	-	-	-	-	-		-
P15	-	-	-	-	-		-
P16	-	-	-	-	-		-
P17	-	-	-	-	-		-
P18	-	-	-	-	-		-
P19	-	-	-	-	-		-
P20	-	-	-	-	-		-
P21	-	-	-	-	-		-
P22	-	-	-	-	-		-
P23	-	-	-	-	-		-
P24	-	-	-	-	-		-
P25	-	-	-	-	-		-
P26	-	-	-	-	-		-
P27	-	-	-	-	-		-
P28	-	-	-	-	-		-
P29	-	-	-	-	-		-
P30	-	-	-	-	-		-
P31	-	-	-	-	-		-
P32	-	-	-	-	-		-
P33	-	-	-	-	-		-
P34	-	-	-	-	-		-
P35	-	-	-	-	-		-
P36	-	-	-	-	-		-
P37	-	-	-	-	-		-
P38	-	-	-	-	-		-
P39	-	-	-	-	-		-
P40	-	-	-	-	-		-
P41	-	-	-	-	-		-
P42	-	-	-	-	-		-
P43	-	-	-	-	-		-
P44	-	-	-	-	-		-
P45	-	-	-	-	-		-
P46	-	-	-	-	-		-
P47	-	-	-	-	-		-
P48	-	-	-	-	-		-
P49	-	-	-	-	-		-
P50	-	-	-	-	-		-
P51	-	-	-	-	-		-
P52	-	-	-	-	-		-
P53	-	-	-	-	-		-
P54	-	-	-	-	-		-
P55	-	-	-	-	-		-
TOTAL	1,794.00	3,045.54	1,655.00	12,391.00	1,344.00	-	20,229.54

Budget Breakdown by Partner / Category of Staff										
Partner N°	Manager		Teacher/Trainer/Researcher		Technical Staff		Administrative Staff		Total (in EUR)	Total Days
	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days		
P1	-	-	-	-	-	-	-	-	-	-
P2	1,188.00	11.00	4,720.00	59.00	1,026.00	18.00	-	-	6,934.00	88.00
P3	-	-	-	-	-	-	-	-	-	-
P4	-	-	-	-	-	-	-	-	-	-
P5	-	-	-	-	-	-	-	-	-	-
P6	-	-	-	-	-	-	-	-	-	-
P7	-	-	-	-	-	-	-	-	-	-
P8	-	-	-	-	-	-	-	-	-	-
P9	-	-	-	-	-	-	-	-	-	-
P10	-	-	-	-	-	-	-	-	-	-
P11	-	-	-	-	-	-	-	-	-	-
P12	-	-	-	-	-	-	-	-	-	-
P13	-	-	-	-	-	-	-	-	-	-
P14	-	-	-	-	-	-	-	-	-	-
P15	-	-	-	-	-	-	-	-	-	-
P16	-	-	-	-	-	-	-	-	-	-
P17	-	-	-	-	-	-	-	-	-	-
P18	-	-	-	-	-	-	-	-	-	-
P19	-	-	-	-	-	-	-	-	-	-
P20	-	-	-	-	-	-	-	-	-	-
P21	-	-	-	-	-	-	-	-	-	-
P22	-	-	-	-	-	-	-	-	-	-
P23	-	-	-	-	-	-	-	-	-	-
P24	-	-	-	-	-	-	-	-	-	-
P25	-	-	-	-	-	-	-	-	-	-
P26	-	-	-	-	-	-	-	-	-	-
P27	-	-	-	-	-	-	-	-	-	-
P28	-	-	-	-	-	-	-	-	-	-
P29	-	-	-	-	-	-	-	-	-	-
P30	-	-	-	-	-	-	-	-	-	-
P31	-	-	-	-	-	-	-	-	-	-
P32	-	-	-	-	-	-	-	-	-	-
P33	-	-	-	-	-	-	-	-	-	-
P34	-	-	-	-	-	-	-	-	-	-
P35	-	-	-	-	-	-	-	-	-	-
P36	-	-	-	-	-	-	-	-	-	-
P37	-	-	-	-	-	-	-	-	-	-
P38	-	-	-	-	-	-	-	-	-	-
P39	-	-	-	-	-	-	-	-	-	-
P40	-	-	-	-	-	-	-	-	-	-
P41	-	-	-	-	-	-	-	-	-	-
P42	-	-	-	-	-	-	-	-	-	-
P43	-	-	-	-	-	-	-	-	-	-
P44	-	-	-	-	-	-	-	-	-	-
P45	-	-	-	-	-	-	-	-	-	-
P46	-	-	-	-	-	-	-	-	-	-
P47	-	-	-	-	-	-	-	-	-	-
P48	-	-	-	-	-	-	-	-	-	-
P49	-	-	-	-	-	-	-	-	-	-
P50	-	-	-	-	-	-	-	-	-	-
P51	-	-	-	-	-	-	-	-	-	-
P52	-	-	-	-	-	-	-	-	-	-
P53	-	-	-	-	-	-	-	-	-	-
P54	-	-	-	-	-	-	-	-	-	-
P55	-	-	-	-	-	-	-	-	-	-
TOTAL	1,188.00	11.00	4,720.00	59.00	1,026.00	18.00	-	-	6,934.00	88.00

Budget Breakdown by Partner / Travel Costs & Costs of Stay						
Partner N°	Staff		Student		Total Travel Costs (in EUR)	Total Costs of Stay (in EUR)
	Travel Costs (in EUR)	Costs of Stay (in EUR)	Travel Costs (in EUR)	Costs of Stay (in EUR)		
P1	-	-	-	-	-	-
P2	6,040.00	5,760.00	-	-	6,040.00	5,760.00
P3	-	-	-	-	-	-
P4	-	-	-	-	-	-
P5	-	-	-	-	-	-
P6	-	-	-	-	-	-
P7	-	-	-	-	-	-
P8	-	-	-	-	-	-
P9	-	-	-	-	-	-
P10	-	-	-	-	-	-
P11	-	-	-	-	-	-
P12	-	-	-	-	-	-
P13	-	-	-	-	-	-
P14	-	-	-	-	-	-
P15	-	-	-	-	-	-
P16	-	-	-	-	-	-
P17	-	-	-	-	-	-
P18	-	-	-	-	-	-
P19	-	-	-	-	-	-
P20	-	-	-	-	-	-
P21	-	-	-	-	-	-
P22	-	-	-	-	-	-
P23	-	-	-	-	-	-
P24	-	-	-	-	-	-
P25	-	-	-	-	-	-
P26	-	-	-	-	-	-
P27	-	-	-	-	-	-
P28	-	-	-	-	-	-
P29	-	-	-	-	-	-
P30	-	-	-	-	-	-
P31	-	-	-	-	-	-
P32	-	-	-	-	-	-
P33	-	-	-	-	-	-
P34	-	-	-	-	-	-
P35	-	-	-	-	-	-
P36	-	-	-	-	-	-
P37	-	-	-	-	-	-
P38	-	-	-	-	-	-
P39	-	-	-	-	-	-
P40	-	-	-	-	-	-
P41	-	-	-	-	-	-
P42	-	-	-	-	-	-
P43	-	-	-	-	-	-
P44	-	-	-	-	-	-
P45	-	-	-	-	-	-
P46	-	-	-	-	-	-
P47	-	-	-	-	-	-
P48	-	-	-	-	-	-
P49	-	-	-	-	-	-
P50	-	-	-	-	-	-
P51	-	-	-	-	-	-
P52	-	-	-	-	-	-
P53	-	-	-	-	-	-
P54	-	-	-	-	-	-
P55	-	-	-	-	-	-
TOTAL	6,040.00	5,760.00	-	-	6,040.00	5,760.00