



# Refeered Guidelines for Administrative and Financial Management and Reporting

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## Agreements

- Grant Agreement: October November, 2015. (UoB EACEA)
- Partnership Agreements: November, 2015 February, 2016.
   (bilateral, between UoB Each Project Partner)



## Budget structure (1)

#### Unit costs

(the exact amount awarded for specific activity defined in the Erasmus+ Programme Guide)

+

Real costs



# Budget structure (2)

Eligible costs	Financing mechanism	Amount of the total grant
Staff costs	Unit costs	Max. 40%
Travel costs	Unit costs	
Costs of stay	Unit costs	
Equipment	Real costs	Max. 30%
Sub-contracting	Real costs	Max. 10%

+ Co-financing: app. 10% of the project budget!



## Staff unit costs per day (EUR)

Staff	IR	PT	BG/H U	RS	Eligible costs
Manager	294	164	88	108	Only for tasks directly
Researcher/teacher/trainer	241	137	74	80	necessary to the achievements of the
Technical staff	190	102	55	57	objectives of the project!
Administrative staff	157	78	39	45	

#### **REPORTING:**

A formal employment contract + staff conventions + compulsory time sheets

Supporting documents: tangible outputs / products, attendance lists



### Travel costs

Distance (km)	Unit Costs (EUR)	Eligible costs	
100-499	180	From the place of origin of the staff to the	
500-1999	275	venue of the activity and return (including visa fee, insurance, cancellation costs if justified). Travels must be carried out in the countries involved in the project.	
2000-2999	360		

\*Distance calculator



## Costs of stay

Duration of stay	Unit costs per day per participant (EUR)	Eligible costs
Up to 14th day	120	Costs for subsistence, accommodation, local and public transport

#### **REPORTING: Individual Mobility Report**

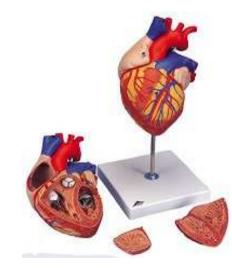
Supporting documents: boarding passes, travel tickets, Institutional Travel Orders, invoices, receipts, attendance lists

\* timely procurement of the necessary supporting documents (signed mobility reports, boarding passes, copy of invoices) within **10 days** after the mobility.



## Costs of equipment

- Only for Partner Countries;
- Only for equipment directly relevant to the Project objectives, i.e. equipment, software, e-books,... for teaching purposes;
- Equipment must be recorded in the accounting system of the Partner institution and properly registered in the inventory.
- Unified Tender Procedure for all Serbian universities will be organized till June 2016.





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