

## Administrative Aspects for the TRAIN Project

229564-CP-1-2006-1-DE-Grundtvig-G1-2006-2540/001-001 SO2

### Information on

- reporting process
- staff costs
- travel and subsistence costs
- subcontracts
- general costs

The reporting process has many advantages:

- instead of two large reports you do several small ones
- sending the report to us regularly guarantees a regular, and quick transfer of the EU grant amounts to you
- we have more transparency about our finances

and last but not least the final report will be easier to manage and we have our finances in order in case of an evaluation by the EU commission.

# German Institute for Adult Education (DIE)

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The reporting process is always like this:

1. when the reporting period has ended you fill in the data into the specific tables of the excel file (Staff / Subcontracting / Travel + Subsistence costs / Other costs/ General costs) and then the sums of this data are automatically filled into the 1st page of the reporting period costs for that period
2. you send it to Maleen by e-mail: [janus@die-bonn.de](mailto:janus@die-bonn.de) and she will check it
3. when Maleen has returned a feedback e-mail to you, you can print the excel report, sign and stamp every page. *Attention, don't forget that the 1st page of the file is the invoice which you have to print out on letterhead paper of your institution.*  
You send the completed documents (financial report, time sheets, invoices) to Maleen by post, she will then arrange for the bank transfer to your institution.

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## staff costs

### Time Sheet

“TRAIN”

Project partner: .....

Reporting period:

Amount of time spent on the project by *(name of the employee)* :

Date			Activities related to the project	hours	
day	month	year		hours	days
<b>Total</b>				hours	days
in hours and days					
(for days: divide hours by 8 hours per day)					

\_\_\_\_\_  
Date  
(employee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date  
(employer)

\_\_\_\_\_  
Signature

member of  
 Leibniz  
Gemeinschaft

**DIE**

## staff costs

1. The Commission asks the DIE as project coordinator to indicate and provide a piece of evidence of the actual daily salary of each member involved in the project: So this is necessary from you as an employee and other employees working on this project (only once e.g. in form for a certified copy of a pay slip.)

2. Please note that the grant that your institution receives for staff costs is limited to the amount stated in the partner contract, further grant for staff is not allowed to be paid because these costs are not eligible according to the European Commission. In the case, that the staff days reported in the timesheets make use of ALL the grant available BEFORE the end of the project, the remaining work for the project still needs to be done even though the staff grant has already been spent. Please communicate this information with the relevant staff at your organisation.

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## travel and subsistence costs, subcontracts, other costs:

Send by post: originals or certified copies of invoices  
(certified = every copy is signed, dated and stamped  
by your institution's finance officer)

## travel and subsistence costs:

- Remember to keep all invoices including invoices for meals and boarding passes.

- Please do not use taxi when public transport is available:

taxi invoices can not be refunded, the exception is a refund of an equivalent ticket:  
in this case you must send by post to Maleen a printed out price  
of an equivalent 1st class train ticket/bus ticket for that travel,  
this information can be printed out from the internet page  
of the public transport company.

If no such information is provided then the taxi invoice can not be refunded.

- Please include a certified copy the daily allowance that was paid  
according to the financial laws and rules of your country.

That means that you add the actual sheet of paper that states that the person  
who traveled had received daily allowance

(usually there is an internal travel cost calculation filled out by the person travelling  
and the organisation refunding it).

## subcontracts

The only subcontracting expenditure allowed concerns costs in accordance with the provisions of the agreement.

Subcontracting agreements must contain at least the following information:

- **reference:** TRAIN 229564-CP-1-2006-1-DE-Grundtvig-G1 2006-2540/001-001 SO2
- **subject of the subcontracting**
- **dates of start and end of subcontracting**
- **amount to be paid**
- **detailed description of costs**
- **work schedule or phases**
- **payment procedures (one or more instalments)**
- **penalty clause(s) in the event of non-fulfilment of the agreement or delays in the performance of work (if this is feasible or possible).**

## general costs cover:

- daily communication (phone, post, fax, internet)
- photocopying
- office materials, stationary
- bank costs
- infrastructure costs

**Please state in the report your general costs.**

**How to calculate the monthly general costs:**

**divide your institution's sum for general costs**

**of the partner contract by the 24 months of the project**

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Please read the

Administrative and financial Handbook 2006.

*Also this should be read especially by your colleague who is responsible for the financial reporting and accounting of the project.*

If you should have any questions

please do not hesitate to contact Maleen Janus at

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