



TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE  
School of Applied Sciences  
3 Romanou St, Chalepa - 73133 Chania - GREECE  
tel: 2821 0 23038, fax: 2821023011, <http://www.chania.teicrete.gr>



Erasmus+

CRETE  
«Critical Skills for Electronic Engineers of 2020»  
2018-1-EL01-KA203-047794 / KA2 Erasmus+

**Cost statement Request**

For the period extended from **01/10/2018 until 30/04/2019**

Dear partners,

You are kindly requested to report your expenses for any activities undertaken in the context of CRETE project, during the period 01/10/2018 - 30/04/2019.

**In this context, each partner should fill in the attached cost statement template and send it to us by email accompanied by with the supporting documentation listed below, by the 31st of May (the latest).**

The expenses to be reported are linked to:

- the **first project transnational meeting** (travelling expenses of your participants) and
- the **1<sup>st</sup> LTT activity (Learning /Teaching/Training Activity) in Denmark** (in your approved budget LTT C1 refers to students and C5 to teachers travelling to Denmark).

You also might have expenses for

- (staff costs) in the context of Intellectual Outputs and/or
- general project management and implementation expenses

**Please:**

- **Fill in the cells only in the grey marked areas of the excel template. There are two sheets you have to fill in with information**, the one referring to the expenses per category and the second one referring to the students and teachers participating in the 1st LTT Activity in Denmark.
- **Send us by email scanned copies of accounting documents and supporting documentation listed below, justifying all the expenses declared in the excel template. Many of you have already sent some of the required documents to Dr. Petridis (most of them for the travel costs of the transnational meeting). Documents already sent are not supposed to be sent again. Just send any additional required documents (for the rest of the project activities, or documents included in the list below, that have not been sent).**

***Please don't forget that all costs should be declared in Euro.***

Beneficiaries holding general accounts in a currency other than **Euro shall convert their expenditure in other currencies into Euros** according to the average of the daily exchange rates published in the C series of the Official Journal of the European Union, that is determined during the corresponding reference period (it can be found in <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).



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In the absence of a published daily exchange rate of the Euro in the Official Journal of the European Union for the currency in question, the conversion should be made on the average of the monthly book values set by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)), which is determined in the corresponding reference period.

Beneficiaries holding general accounts in Euros must convert costs incurred in other currencies into Euros in accordance with their usual accounting practices.

## **Required financial & supporting documentation per cost category**

### **For the transnational meeting**

#### **Each partner has to send:**

- Copies of the ID or passport of the participants
- Travel invoices and receipts, including all travel tickets, **boarding cards** specifying the place of departure and arrival and accommodation receipts
- Documentation to prove the formal link between the sending university and the participating individual (any formal document certifying that the participant is a staff member or the sending university, involved in the project e.t.c.)

#### **The partner institution hosting the activity, additionally to the above, has to provide:**

- Programme of the activity
- Participation certificates for each individual attended the meeting, stamped and signed by the project coordinator of the organizing institution
- attendance list of the activity signed by all the participants

### **For the first LTT activity in Denmark**

#### **Each partner has to send:**

- Copies of the ID or passport of each student/teacher that participated in the intensive course in Denmark
- Copy of Participation certificate of each student
- Travel invoices and receipts, including all travel tickets, **boarding cards** specifying the place of departure and arrival and accommodation receipts.
- Documentation to prove the formal link between the sending university and students/teachers that participated in the teaching/learning activity (student registration certificate or any other formal document certifying that the participant is a student of the sending university and the teacher is a staff member or the sending institution e.t.c.)

#### **The partner institution hosting the activity, additionally to the above, has to provide:**



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- Daily Programme of the activity
- signed students' attendance list of the activity (it is really important that the participating students fully sign each day of the attendance list, because a student has to attend the entire programme of the activity in order his/her costs to be eligible for refunding)
- signed teachers' attendance list for the activity (each teacher has to sign the attendance list covering all the days of his/her stay)

### **For Intellectual Outputs staff costs**

- Timesheets indicating the hours of work dedicated to the production of the Intellectual Outputs. The hours allocated in these timesheets should cover and depict the total days of work related to the staff cost each partner claims. The declared days of work and the relevant cost claimed cannot exceed the amounts of the approved budget. Please use the timesheet template attached. Timesheets should be signed and stamped by the corresponding individual and the project coordinator (or Authorized Financial Officer). *Regarding timesheets: Please notice that each day of work consists of 8 hours, thus, if an individual working for the project wants to declare i.e. 10 days of work for an intellectual output, has to provide timesheets with 80 hours in total for this output. (Only full days can be uploaded to the EU Mobility tool (reporting tool of the project). Thus, when you declare hours in the timesheets, make sure these hours give full days as a total for any reporting period (otherwise cannot be reported in the EU Mobility tool). This simply means that the total of reported hours per person and per output should a number that is a multiply of 8).*
- Accounting documents and receipts for staff cost payments, in the context of intellectual outputs.
- Staff Contracts or any other relevant agreements with individuals involved in the project (any formal document certifying that the teacher Involved in the Intellectual Outputs is a member of the staff of the partner institution, e.t.c.)

Please be mindful that cost associated with Managers and Administrative staff of the project is expected to be covered under Project Management and Implementation category and not in the context of the Intellectual Outputs. Managers and administrative staff or Technicians in the context of the intellectual outputs have responsibilities strictly related to the output concerned and not in general to the project implementation. A partner will only be able to claim staff costs associated with Managers, Administrators or technicians against Intellectual Outputs if specified so in the approved budget analysis.

### **For Project management and implementation category**

- Timesheets indicating the hours of work for staff costs you might have for people involved in the project as managers or administrative staff (with tasks linked to the general project management or administrative support and not to the intellectual outputs). The procedure we follow for the timesheets in this category is the same with the one for the Intellectual outputs' timesheets. Just notice that when you declare hours of work for the general management, in the first column of the timesheet template, instead of describing the Intellectual output, just write administrative support of the project or Management support. If you want, you may add specific tasks in the description.
- Accounting documents and receipts for payments for the staff involved in the project as managers or administrative staff



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- Staff Contracts or any other relevant agreements with individuals involved in the project with responsibilities linked to the general management and support of the project (any formal document certifying that the individual Involved has a formal link on a professional basis with the partner institution, e.t.c.)
- Accounting documents and receipts for any other type of costs you might have

**Please make sure to email us the requested data and scanned copies of the supporting documents (only those that have not been sent until now) by the 31st of May 2019.**

**Each partner has the responsibility to retain all the original financial and supporting documents listed above and any other documentary evidence linked to the implementation of the project that justifies the costs claimed.**

**Chania, 26/03/19**

**Thank you in advance  
C. Tsitou**