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ReFEEHS 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 necessary to the achievements of the objectives of the project!
Researcher/teacher/trainer	241	137	74	80	
Technical staff	190	102	55	57	
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 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.
500-1999	275	
2000-2999	360	

*Distance calculator

Costs of stay



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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.



ReFEEHS Project Manual




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Kick-off meeting

11. OCTOBER 2015.

Belgrade, October 23-24th, 2015.

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