

MoPED

Modernization of Pedagogical Higher Education by Innovative Teaching Instruments

586098-EPP-1-2017-1-UA-EPPKA2-CBHE-JP





Co-funded by the Erasmus+ Programme of the European Union



















Особливості ведення фінансового менедженту та звітності

Ольга Зінюк — фінансовий менеджер проєктів ЄС, «Прикарпатський національний університет імені Василя Стефаника» Київ, 06.11.2019







Budget Headings

- Staff Costs
- Travel Costs and Costs of Stay

- Equipment Costs
- Subcontracting Costs

Co-financing - Both real and unit costs







Real costs



UNIT COSTS - Staff Costs

Categories:

- Manager 108 Euro per day
- Teacher/Trainer/Researcher 80 Euro per day
- Technical Staff 57 Euro per day
- Administrative Staff 45 Euro per day

Інструкція з використання гранту (Guidelines for the use of the Grant) — є невід'ємною частиною грантової угоди - Пункт 3.3.1.1

Витрати на персонал - ст.28-30







UNIT COSTS - Staff Costs

✓ Time Sheet – Табель обліку робочого часу

	В	С	D	E	F		
	Add Row	Add Row Delete Row			PROJECT TIMESHEET		
	Project number :						
Ī	Surname :						
Ī	First Name :						
ı	Institution :						
ŀ	Country :						
ŀ	Position :						
ŀ	Staff Category :						
L							
	Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced		
Ţ							
H							
Ī							
ŀ							
F							
ľ	Total days: 0						
	Signature of the staff member :			Signature of the person responsible in the institution (where the staff member is employed):			

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UNIT COSTS - Staff Costs

	number must correspond to t		indicated in	the financial stat	Project No ements of the final rep		
From							
	Hereinafter "the	Institution"*					
AND	Address:						
	Hereinafter "the						
THE INSTIT	UTION AND THE STAF	F MEMBER HEREBY	CERTIFY	гнат:			
1. The In	stitution is a member o	of the partnership for	the above	-mentioned pr	oiect		
The St	aff member is either:		aac aoo i c	-memoraea pr	oject.		
- empl	oyed by the Institution					YES/NO	
The In	 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO The Institution and Staff member agree that the Staff member has worked on this project and perfor following duties during the project's eligibility period. 						
		dd/mm/yy		dd/mm	yy	_	
	FROM		TO				
	describe the outputs panying time-sheet):	produced (short o	verall inc	lication since	detailed informa	tion has to be given	
	complete the followin	~	/ Tasks	:-:/	T		
Administra	ory (Manager / Resear ative staff)	cher, Teacher, Traine	er (LLECTI	ucian /			
Country of	f the Institution						
Number of	f days worked and char	ged to the project (ac	cording t	time-sheet)			
and the Stat	laration does not alter If member and is estab Capacity Building in H	lished solely for the p	ourpose of				
Lrusmus+ (Supacity Buttaing in 11	igner Duncunon gran					

Staff member name

Signature of the Staff member

Function....

Signature and Stamp of the Institution

Institution .



Joint Declaration



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UNIT COSTS - *Travel Costs and Costs of Stay*

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS®

Travel distances must be calculated using the distance calculator supported by the European Commission: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR.
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant
Up to the 14th day of activity +	120 EUR
Between the 15th and the 60th day of activity +	70 EUR
Between the 61st day of activity and up to 3 months	50 EUR

STUDENT	Unit cost per day per participant	
Up to the 14 th day of activity +	55 EUR	
Between the 15th and the 60th day of activity	40 EUR	
Between the 61 st day of activity and up to 3 months	Not Eligible	







UNIT COSTS - *Travel Costs and Costs of Stay*

Distance Calculator:

https://ec.europa.eu/programmes/
erasmus-plus/resources/
distance-calculator en

To be filled in by <u>each</u> participant In case of circular/multiple travels, please fill in separate Individual Travel Reports.								
Ref. No								
Traching training assignment Training and retraining purposes								
	From (Depart date) (dd/mm/vy)		To (Return date) (dd/mm/yy)					
PERIOD*	(dd/mm/yy)		(dw mir yy)					
PLACE OF DEPARTURE**	HOME INSTITUTION							
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION COUNTRYCITY							
TRAVEL DISTAN	CE*** Km							
*Please indicate period of travel from departure to return to place of origin ** If different from Home institution please enclose authorisation from the Agency ** If different from Home institution please enclose authorisation from the Agency ***Travel distance in Kn (One-way travel using distance calculator: http://cc.europa.eu/programmes/erasmus-plus/tools/distance-en.htm) from place of departure to location of activities								
(4) DETAILS OF THE ACTIVITY								
DATES (excluding travel) From (date);								
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)								

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

Date:





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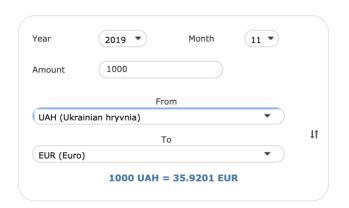
REAL COSTS - <u>Equipment costs & Subcontracting Costs</u>

Exchange rate: https://ec.europa.eu/budget/graphs/inforeuro.html

applicable:

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- on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received and
- on the month of the receipt of the second pre-financing for all costs incurred

until the end of the project.



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ДЯКУЮ ЗА УВАГУ! ☺





