

# Partner report: Completing the *List of Expenditure*

## EXAMPLES

# **Staff costs**

## **(STANDARD SCALES OF UNIT COST)**

### **EXAMPLES**

# Staff costs

PP

Budgetline



Staff costs



Workpackage



C Communication



Procurement

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Internal Reference Number



Unit Cost In E U R

Number Of Units

Declared Amount In E U R

€ 600,00

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1

Project manager, July to September 2019

Employee \*

Create new entry



Maria SMITH

Partner Comment

Definition Of Unit



1,2/100\*5000/1=60

# Staff costs

PP

Budgetline



Staff costs

Workpackage



M Management

Procurement

---

Internal Reference Number



PERSON17

Unit Cost In E U R

100,00

Number Of Units

10,00

Declared Amount In E U R

€ 1.000,00

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1

November - December 2018

Employee \*

Create new entry



PERSON17

Partner Comment

Maximum hourly rate applied = 100

Definition Of Unit



$0,893/100*6000/0,5=107,16$

- **External expertise**
    - **Equipment**
    - **Infrastructure**
    - **Net revenue**
- (REAL COST items)

**EXAMPLES**

# # 4 – External expertise

PP

Budgetline	?	External expertise and services	▼
Workpackage	?	T1	▼
Procurement		---	▼
<hr/>			
Internal Reference Number	?		
Invoice Number	?	5082-K56	
Invoice Date	?	02.09.2018	
Date Of Payment	?	15.09.2018	
<hr/>			
Currency	?	EUR - EURO	▼
Conversion rate			(1)
Total Value Of Item In Original Currency			8.000,00
Vat	?		500,00
Declared Amount In The Original Currency			4.000,00
Declared amount in Eur			4.000,00
<hr/>			
Expenditure Outside ( The Union Part Of) The Programme Area?		<input type="checkbox"/>	

Description1	?
Hosting of a cross-border workshop "Green cities", 13/09/2018 Maastricht (venue rent and catering).	2000 Characters Remaining
Supplier	?
	2000 Characters Remaining
Partner Comment	?
Half of total costs charged because half of the event concerned another interreg project "ACE" (50/50 split agreed with the MA). Also see minutes and documents attached.	

# External expertise

PP

Budgetline	?	External expertise and services	▼
Workpackage	?	C Communication	▼
Procurement		2018-004	▼

Internal Reference Number	?	
Invoice Number	?	F1205-01
Invoice Date	?	05.05.2018
Date Of Payment	?	07.06.2018

Currency	?	EUR - EURO	▼
Conversion rate			(1)
Total Value Of Item In Original Currency			4.500,00
Vat	?		450,00
Declared Amount In The Original Currency			4.050,00
Declared amount in Eur			4.050,00

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1 ?

First invoice of 20% for the creation of the project website and the common communication chart.

1904 Characters Remaining

Supplier ?

UGraphic

1992 Characters Remaining

Partner Comment ?

# Equipment

PP

Budgetline	?	Equipment
Workpackage	?	T3
Procurement		---
<hr/>		
Internal Reference Number	?	201800235
Invoice Number	?	18500256
Invoice Date	?	16.01.2019
Date Of Payment	?	23.02.2019
<hr/>		
Currency	?	EUR - EURO
Conversion rate		(1)
Total Value Of Item In Original Currency		6.050,00
Vat	?	1.050,00
Declared Amount In The Original Currency		302,50
Declared amount in Eur		302,50
<hr/>		
Expenditure Outside ( The Union Part Of) The Programme Area?	<input checked="" type="checkbox"/>	

Description1 ?

Materials for building the test setup of the van, which is the objective of WP3.

From our research and after a public tender, it has appeared that these specific materials are not yet produced in Europe. After discussion with the Joint Secretariat, it has been validated by the Managing Authority that we could contract a supplier in China ( see email exchanges and documentation in attachments).

1600 Characters Remaining

Supplier ?

Automotive Materials

1980 Characters Remaining

Partner Comment ?

Depreciation on 5 years, for this period of 3 months:  $6050 / 60 \times 3 = 302,50$



# Infrastructure

PP

Budgetline	?	Infrastructure and works	▼
Workpackage	?	T2	▼
Procurement		---	▼

Internal Reference Number	?	201700745
Invoice Number	?	9000391
Invoice Date	?	21.08.2017
Date Of Payment	?	30.08.2017

Currency	?	EUR - EURO	▼
Conversion rate			(1)
Total Value Of Item In Original Currency			48.650,00
Vat	?		
Declared Amount In The Original Currency			48.650,00
Declared amount in Eur			48.650,00

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1 ?

Within the project Parkstad built a Velocity station. This investment contributes to the realization of the WP 2 objectives.

1874 Characters Remaining

Supplier ?

Velocity

1992 Characters Remaining

Partner Comment ?

This invoice is a deposit of 50% of the total assignment. As the assignment is for works and costs are below 150.000€, no tender procedure has to be followed. As the total cost is under 2.000.000, choice is made to submit total cost.

1767 Characters Remaining

# Net revenue

PP

Budgetline



Net Revenue

Workpackage



T1

Procurement

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Internal Reference Number



093-17-441

Invoice Number



17-441

Invoice Date



22.11.2017

Date Of Payment



05.12.2017

Currency



EUR - EURO

Conversion rate

(1)

Total Value Of Item In Original Currency

800,00

Vat



Declared Amount In The Original Currency

800,00

Declared amount in Eur

800,00

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1



Ticket sales for the entrance fee of our cross-border workshop on Nov 14, 2017. See full description in attachments.

1883 Characters Remaining

Supplier



Stichting Jazz

1986 Characters Remaining

Partner Comment



Tickets sold: 40 tickets at €10 and 80 tickets at €5

# - Travel & accomodation (REAL COST items) EXAMPLES

*Only for projects from Call 1 to 4  
who do not apply the flat rate (1,5%)*

# Travel

PP

Budgetline	?	Travel and accomodation	▼
Workpackage	?	M Management	▼
Procurement		---	▼
<hr/>			
Internal Reference Number	?	IS-501	
Invoice Number	?	F15448	
Invoice Date	?	31.08.2018	
Date Of Payment	?	15.09.2018	
<hr/>			
Currency	?	EUR - EURO	▼
Conversion rate			(1)
Total Value Of Item In Original Currency			190,00
Vat	?		38,00
Declared Amount In The Original Currency			152,00
Declared amount in Eur			152,00
<hr/>			
Expenditure Outside ( The Union Part Of) The Programme Area?		<input type="checkbox"/>	

Description1	?
Hotel for Ian Smith, 2 nights 14-15 Sep 2018, to organise the kick-off conference of the project	1900 Characters Remaining
Supplier	?
Hotel les Flots bleus	1977 Characters Remaining
Partner Comment	?
Resubmission of line 3.1 from partner report 1.1 The proof of payment was missing. It has been uploaded with this new cost line.	1871 Characters Remaining

# #2 - Travel

PP

Budgetline	?	Travel and accomodation
Workpackage	?	T2
Procurement		---

Internal Reference Number	?	
Invoice Number	?	NA
Invoice Date	?	02.04.2016
Date Of Payment	?	05.05.2016

Currency	?	EUR - EURO
Conversion rate		(1)
Total Value Of Item In Original Currency		101,15
Vat	?	
Declared Amount In The Original Currency		101,15
Declared amount in Eur		101,15

Expenditure Outside ( The Union Part Of) The Programme Area?

Description1 ?

See Travel cost declaration and documents attached for this employee.

1929 Characters Remaining

Supplier ?

Dirk De Vries

1985 Characters Remaining

Partner Comment ?

# #3 - Travel

PP

Budgetline	?	Travel and accomodation
Workpackage	?	T3
Procurement		---
<hr/>		
Internal Reference Number	?	MB-259
Invoice Number	?	NA
Invoice Date	?	19.09.2017
Date Of Payment	?	05.10.2017
<hr/>		
Currency	?	EUR - EURO
Conversion rate		(1)
Total Value Of Item In Original Currency		370,51
Vat	?	22,23
Declared Amount In The Original Currency		348,28
Declared amount in Eur		348,28
<hr/>		
Expenditure Outside ( The Union Part Of) The Programme Area?		<input checked="" type="checkbox"/>

Description1	?
Flights for the participation of the coordinator to the first International Fair of Citizen Innovations on Sustainable Development in Granada from September 27 to 29. Solutions proposed by the Euregio citizens were presented during the fair and one of these won a prize. New contacts with other international NGOs were made for the next steps of the project (see minutes of the event in attachment).	
1598 Characters Remaining	
Supplier	?
Ryanjet	
1991 Characters Remaining	
Partner Comment	?
Long distance trip (more than 300 km) ; JS agreed on the trip on July 15th (see email exchange attached)	