

# Flat rate: travel and accommodation

*Reporting & corrective claim*  
12/2020

# Flat rate

Flat rate for the budget line Travel and Accommodation:  
**1.5% of Staff costs**

## Who?

- ✓ COMPULSORY from call 6
- ✓ Projects from calls 1-5: optional (but had to be requested by 31 August 2020)
- ✓ Applies to the **whole project** (= all project partners)

*How to report?*

*Projects under COVID call  
& Call 6*

# How to report? - *Projects call 6 & COVID* -

**For projects under CALL 6 & COVID :**

**Good news !** You don't need to do something special.

**The 1,5% flat rate is already included in your budget** (via the 16,5 % of Office and Administration flat rate).

*How to report?*

*Projects under Call 5*

# How to report? - *Projects call 5* -

## For projects under CALL 5 :

Once you have **changed the Application Form** and changed the **Administration cost flat rate to 16.5%** (which includes the 1.5% for travel and 15% for administrations costs), no more action is required.

You just report your staff costs with every report and the flat rate will be automatically calculated.

**Do not include any costs under the budget line *Travel & Accommodation!***

# *How to report?*

*Projects from Call 1 to 4*  
*- Before Corrective claim -*

# *Projects call 1 to 4 : corrective claim*

## Call 1 to 4

**If you have opted for this flat rate,**

get in **contact with your JS manager** to prepare the modification of your Application Form.

After this modification, you need to make **one corrective claim before** you can report your *Travel & Accommodation costs* with **lump sums**.



# *Projects call 1 to 4 : corrective claim*

## Call 1 to 4

We will guide you through **3 steps** to prepare your corrective claim :

- **STEP 1** : **Check** your certified amount and calculate the 1.5% flat rate
- **STEP 2** : **Prepare** your positive and/or negative correction lines
- **STEP 3** : **Create** a corrective partner report


# Projects call 1 to 4 : corrective claim

## STEP 1 : Check your certified amount and calculate the 1.5% flat rate

- Use the function “**Partner global loe**” (List of expenditure) in eMS to download your updated expenditures under Excel.

Report 4.1	01.08.2019	31.01.2020	Report Submitted	0
Period 5 01.02.2020 - 31.07.2020				
Period 6 01.08.2020 - 31.01.2021				

Partner livingtables  Partner global loe



# Projects call 1 to 4 : corrective claim

**STEP 1** : Check your certified amount and calculate the 1.5% flat rate

- Open the excel “Partner global Loe”
- **For each work package**, calculate your total FLC certified amounts under the budget lines :
  - Travel & Accommodation
  - Office & Administration



Use the excel “**Filter**” function to select the relevant information :



Sorteren en  
filteren ▾

# Projects call 1 to 4 : corrective claim

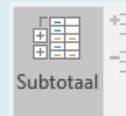
**STEP 1** : Check your certified amount and calculate the 1.5% flat rate

- Report the total amounts **per work package** in a separate table :

<b>WP</b>	<b><u>Travel &amp; Acc.</u></b> FLC certified amount	<b><u>Office &amp; Admin.</u></b> FLC certified amount
C	€ 266,24	€ -
M	€ 78,40	€ 131,22
T1	€ 44,45	€ 328,32
T2	€ 33,50	€ 393,66



Use the excel "**Subtotal**" function  
to calculate the sums per budget line :



# Projects call 1 to 4 : corrective claim

**STEP 1** : Check your certified amount and calculate the 1.5% flat rate

- Calculate 10% of the Office & Admin. costs in a new column :

WP	<u>Travel &amp; Acc.</u> FLC certified amount	<u>Office &amp; Admin.</u> FLC certified amount	<b>1,5%</b> <b>(Office &amp; Admin *10%)</b>
C	€ 266,24	€ -	€ -
M	€ 78,40	€ 131,22	€ 13,12
T1	€ 44,45	€ 328,32	€ 32,83
T2	€ 33,50	€ 393,66	€ 39,37



**You find the 1.5% difficult to calculate ???**

Take the amount in Office & Admin. and move the comma 1 figure to the left !

Example : € 131,22 Office & Admin = € 13,12 eligible Travel & Acc. (1,5% column)

# Projects call 1 to 4 : corrective claim

## STEP 2 : Prepare your positive and/or negative correction lines

- Calculate the difference between the 1,5% flat rate and the already certified cost under *Travel & Accommodation* :

WP	<u>Travel &amp; Acc.</u> FLC certified amount	<u>Office &amp; Admin.</u> FLC certified amount	1,5% (Office & Admin *10%)	DIFFERENCE (1,5% - Travel & Acc.)
C	€ 266,24	€ -	€ -	€ -266,24
M	€ 78,40	€ 131,22	€ 13,12	€ -65,28
T1	€ 44,45	€ 328,32	€ 32,83	€ -11,62
T2	€ 33,50	€ 393,66	€ 39,37	€ 5,87



# Projects call 1 to 4 : corrective claim

**STEP 2** : Prepare your positive and/or negative correction lines

**EXAMPLE** : How should I understand the calculated amounts ?



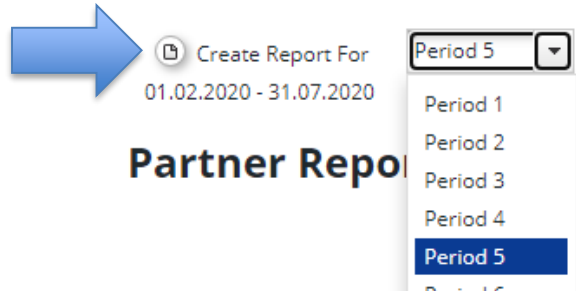
WP	<u>Travel &amp; Acc.</u> FLC certified amount	<u>Office &amp; Admin.</u> FLC certified amount	1,5% (Office & Admin *10%)	DIFFERENCE (1,5% - Travel & Acc.)	<u>Interpretation of column "DIFFERENCE"</u>
C	€ 266,24	€ -	€ -	€ -266,24	no staff-cost certified = no flat rate applicable = no eligible Travel & Acc. cost => <b>€ -266,24</b> have to be deducted in a <b>negative</b> cost line
M	€ 78,40	€ 131,22	€ 13,12	€ -65,28	only € 13,12 eligible according to the flat rate rule => <b>€ -65,28</b> have to be deducted in a <b>negative</b> cost line
T1	€ 44,45	€ 328,32	€ 32,83	€ -11,62	only € 32,83 eligible according to the flat rate rule => <b>€ -11,62</b> have to be deducted in a <b>negative</b> cost line
T2	€ 33,50	€ 393,66	€ 39,37	€ 5,87	€ 39,37 eligible according to the flat rate rule => <b>€ +5,87</b> have to be increased in a <b>positive</b> cost line

# Projects call 1 to 4 : corrective claim

## STEP 3 : Create a corrective partner report

- Open a new partner report

Period 4 01.08.2019 - 31.01.2020			
Report 4.1	01.08.2019	31.01.2020	Report In Progress
Period 5 01.02.2020 - 31.07.2020			
Period 6 01.08.2020 - 31.01.2021			





# Projects call 1 to 4 : corrective claim

## STEP 3 : Create a corrective partner report

- For each work package, insert the **negative** or **positive** cost line that you prepared in Step 2 :
  - Open the cost line(s) via the “**Add Lump sum**” button
  - Insert the date of the day in the fields: *Invoice N° / Invoice Date / Payment Date*
  - **Upload** your calculation (excel table) in attachment
  - In each cost line, insert “*Corrective claim 1.5% travel flat rate*” in the field Description1 and “*1.5% travel flat rate*” in the field Supplier



Description1  
Corrective claim 1.5% travel flat rate

Supplier \*  
Create new entry ? ✓  
1.5% travel flat rate

# *Projects call 1 to 4 : corrective claim*

**STEP 3** : *Create a corrective partner report*

**Your corrective report is ready to be sent !**

**DO NOT REPORT OTHER COST LINES IN THIS CORRECTIVE REPORT**

# *How to report?*

*Projects from Call 1 to 4*  
*- After corrective claim -*

# How to report? - Projects Call 1 to 4 -

## Call 1 to 4

- First, insert all your staff-cost lines in your new *Partner report*
- Calculate your eligible Travel & Acc. costs for each work package :

**=> Take 10% of each automatic cost line under Office and administration.**

**Example :** € 131,22 *Office & Admin. for WP M* = € 13,12 *eligible cost for Travel & Acc. for WP M*



**You find the *Travel & Acc.* cost difficult to calculate ???**

Take the amount in Office & Admin. and move the comma 1 figure to the left !

**Example :** € 131,22 => € 13,12 *eligible Travel & Acc.*

**Interreg**  
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# How to report? - Projects Call 1 to 4 -

## Call 1 to 4

- Insert your eligible Travel & Acc. (10% Office and administration) in new cost lines (one cost line per work package) :
  - **Click** on the “Add lump sum” button to open a new cost line
  - **In each cost line**, insert “1.5% travel flat rate” in the field Supplier

**>>> NO SUPPORTING DOCUMENTS ARE NECESSARY !**

- Continue reporting as usual...and submit !



# Questions?

Ask your project manager at the  
joint secretariat or regional antenna

[www.interregemr.eu](http://www.interregemr.eu)