CHECKLIST FOR PROJECT COORDINATORS

Once the agreement is signed by you (project coordinator) and the Service Provider, you shall bear in mind the following:

1. **Attendance List**:
   a. it is under your responsibility to make sure to have the signed attendance list in case for a face-to-face event and the virtual attendance list for virtual events (**please see the attendance list instructions document)**
   b. Face to face events:
      i. please use the template of the attendance list;
      ii. Scanned version of the signed attendance list needs to be sent by email to the Service Provider and the original one with the voucher package of reimbursements by mail to us;
   c. Online trainings:
      i. attendance list = extraction of email addresses (check online how to extract it from your tool) + screenshot; need to ensure that everyone is logged in with their full name;
      ii. Please send the extraction of the attendees to us by email.
   d. **Without the attendance list your costs ARE NOT ELIGIBLE!**

2. **Market Research:**
   a. Please read the procurement guidelines that you can find here: Call for Projects | ESAA (esaa-eu.org)
   b. Costs above 1.000 EUR: please look for three different offers + fill out the market research template
   c. Costs below 1.000 EUR: we need an email indicating the services and price from the expert/company
   d. **Please send the above to the Service Provider 3-4 weeks before your event starts!**

3. **Payments:**
   a. **Generally, payments** (with the supporting documents – correct invoices, attendance list, contracts) **are done by the Service Provider**. In some cases, for example, IT tools among others, we will ask you to pay it by yourself;
   b. **We make payments in EUR; please make sure that your suppliers, experts and participants have bank accounts that accept EUR payments**. If this is not the case, we will kindly ask you to pay the services and request the reimbursement;
   c. We make final payments.

4. **Reimbursement:**
   a. **Payments can only be made by the project coordinator, if it is beforehand approved by the Service Provider**
   b. Please fill out the reimbursement form (bear in mind the indicated instructions) + provide the original invoices and send it to the Service Provider for review and approval.
   c. We need the attendance list along with the reimbursement form, otherwise your expenses are not eligible.

5. **Event:**
   a. Hotel, catering, transport: we can make an advance payment of 50% before the event and 50% after the event;
   b. Flights: **we book the flights**. Please let us know, in case flights are foreseen. We will send you an excel document to fill out accordingly;
   c. Car costs: We reimburse only the use of personal car based on a lump sum of 0.22€/km. A Map has to be provided to prove the number of Km (screenshot from google maps where clear visible the km) + reimbursement form filled out. Project Coordinator needs to make sure that this filled out reimbursement form has been shared and approved by the Service Provider and that the attendance list is share with the Service Provider.