



## ERASMUS+ STUDENT AND ALUMNI ALLIANCE

### **ESAA Projects – financial regulations (11/2018)**

All local projects will be for administrative reasons classified in either “large projects” (with a cost estimate of the activities local project from 5.000€ and more) or “small and medium projects” (with a cost estimate of the activities of less than 5.000€). The “large projects” will be carried out as written in the respective Request for Services and according to the following steps. Regarding the “small and medium projects” we will have a pre-financing scheme, which is explained in Annex III and Annex IV.

For any questions regarding the process or content of this document please contact [service@gsi-projects.eu](mailto:service@gsi-projects.eu)

**The golden rule for all reimbursements is still:  
We ALWAYS need a receipt, otherwise we cannot reimburse the costs!**

All costs which can be reimbursed during the local projects both “large” as well as “small and medium” must be in strict coherence to the following criteria:

#### **1. Eligibility of costs**

Only eligible costs can be due to legal obligations be reimbursed by the service provider. The following lists gives an overview regarding the eligibility criteria.

#### **Eligible costs:**

The following costs are considered eligible:

- Actual costs incurred during the implementation of the action (not before and not after the project implementation period)
- All costs must be indicated in the overall budget for the action
- All cost must be identifiable, verifiable and necessary for the implementation of the action
- All costs incurred must be paid before the submission of the final report

#### **Ineligible costs:**

The following costs are not eligible:

- debts and debt service charges (interest);
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings
- currency exchange losses;
- credit to third parties.

## **2. General conditions/ financing the action:**

The total eligible costs are set out in the budget attached to the project application. The financial support to the action is limited to the amount contracted (all costs above agreed amount have to be covered by the beneficiary).

There is the possibility of amendments in order to be more flexible and have a more results-oriented monitoring. Where the amendment to a budget does not affect the basic purpose of the action, a variation of up-to 15% between the main budget positions is allowed.

## **3. Mode of Financing**

For all projects of 5.000€ and above the service provider will directly pay the non-personal costs (see Annex II) and will reimburse the personal costs later. For the reimbursement process of the personal costs see Annex I. Non-personal/direct costs will be paid by the SP to the respective organization based on the cost regulations and the resulting cost coverage.

## **4. Rules of currency conversion**

Euro [€] is the main currency. Costs in other currencies than the Euro are converted automatically by the online reimbursement tool, which is available from December 2018, using the official monthly exchange rate of the European Commission ([InforEuro](#)), which is the only exchange rate accepted by the European Commission. Therefore, participants only have to indicate the expenses in the local currency and give the exact date of the receipts.

## **5. Payment process and timeline**

The reimbursement claim consists of:

- filling in the online reimbursement form (in operation from December 2018)
- sending the originals of all tickets/invoices/receipts/boarding passes based on the requirements mapped out in the form to the service provider:
  - in case of online bookings, a comprehensive print out of the confirmation including a clear indication of the price and the booking date (often, this is the e-mail confirmation date for the online ticket) is required
  - **boarding passes** for all flights must be enclosed
  - all invoices which are not in English, French, German, Russian, Vietnamese, Portuguese, or Spanish, must be explained/clarified in English by the project implementers to be accepted.

A **copy of the documents** sent for reimbursement is highly recommended for the **own records**, in case the letter to the service provider gets lost.

The reimbursement claim including the originals mentioned above must be submitted **not later than four weeks** after the event/activity or as requested by the separate event details. The participant is responsible for providing all required documents and information in time. Missing documents and information at the end of the deadline may result in reimbursement of the sufficiently documented claims only.

The documents must be sent to:

**Gustav-Stresemann-Institut (GSI)**

Project Unit

Hans Born

Erasmus-FWC

Langer Grabenweg 68

D-53175 Bonn

Germany

Upon receipt of the original documents and a correctly filled in reimbursement form, the service provider sends a confirmation e-mail to the participant. The bank/PayPal transfer is then done within two weeks.

The reimbursement is done only upon submission of originals of the corresponding tickets/receipts/invoices/boarding passes and by **PayPal** or bank transfer. Western Union is not eligible as financial option.

The participant will need a bank account with SEPA SWIFT, or preferable a **PayPal account** to get the transfer. (Some local banks might take additional charges from the transferred reimbursement amount which cannot be known in advance and cannot be reimbursed. Thus, it is recommended to transfer via PayPal.)

The amount will be transferred to the bank/PayPal account according to the information provided by the participant in the online reimbursement tool and request for payment. *Wrong provided information will result in exceptional bank/PayPal charges which have to be borne by the participant (the second transfer fee will be deducted from the transferred reimbursement amount)*

**Bank/PayPal details**

Within the Single Euro Payment Area (SEPA) transfers can be made if the participant provides one of the following:

- PayPal account
- Name of bank account holder

International Bank Account Number (IBAN)

SWIFT-/BIC-code

For payments outside SEPA, the participant is obliged to provide their correct PayPal account **OR** all necessary information his/her bank needs to receive a bank transfer from Germany (location of the SP).

#### **6. Failure to implement a financed project**

In case a project backfires or does not take place but money is spent, the following procedure applies:

- 1) The Service Provider, the Contracting Authority and the ESAA Board will receive a detailed report from the implementer clarifying the circumstances (maximum 1/2 page text).
- 2) Then the spent budget will be deducted from the overall ESAA project budget.
- 3) If necessary and appropriate the SP will compile reasons and indicators pointing out which applications -given the experience from previous ESAA-local-project-calls, might back-fire or underperform. The ESAA board is invited to evaluate future applications in the light of these information.

All project costs exceeding the approved maximum project budget will be considered as non-eligible costs. Thus, these costs will not be reimbursed by the Service Provider.

#### **7. Contacts**

If you are unsure about any of the information/requests above, please contact us [service@gsi-projects.eu](mailto:service@gsi-projects.eu) before you purchase any tickets or make any reservations.

#### **8. Validity**

These provisions become operative since December 2018.

## Annex I – Personal Costs

Personal costs include travel costs, accommodation costs and other costs. Please keep in mind that Costs that are not personal will not be reimbursed to the single person. In case a third party sends an invoice for all project costs this is referred as direct costs and the process of financing is carried out as stated in Annex II. The personal costs and the regulations are stated below:

### 1. Travel Costs

Travel costs to attend the event are reimbursed as follow:

a) The reimbursable means of transportation are:

- public transport (second class)
- trains (second class)
- flights (economy class)
- private cars: the costs for the use of a private car shall be reimbursed if prior authorisation has been obtained. In such cases, reimbursement shall be on the basis of an allowance per kilometre, fixed at €0.22 per kilometre; other linked expenses (motorway tolls, parking, ferry crossings, etc.) may also be reimbursed on presentation of the corresponding original supporting documents.
- no taxis, unless special circumstances are given (for example after 22h and before 06h), which have to be described in an enclosed justification letter and are subject to special approval.
- Uber and any other taxi apps are not considered as private cars. So, using them is considered as using taxi

b) The event must be the main point and reason for travel. As a basic principle, the itinerary should bring the participant from his/her starting point to the place of the event and back in good time.

c) The event is still regarded as the main point and reason for travel if the participant decides to prolong his/her stay before or after the activity for not longer than two weeks in total. Stays longer than two weeks are subject to an extra approval by the project head prior to the ticket purchase.

d) Participants are expected to book their roundtrip travel tickets on their own. Costs are reimbursed on **actual cost**, but **up to the agreed travel cap**.

The travel caps should follow the below standards:

Travel distances	Amount of travel cap
Between 10 and 99 km	Up to 20€ per participant

Between 100 and 499 km	Up to 180€ per participant
Between 500 and 1999 km	Up to 275€ per participant
Between 2000 and 2999 km	Up to 360€ per participant
Between 3000 and 3999 km	Up to 530€ per participant
Between 4000 and 7999 km	Up to 820€ per participant
8000 km or more	Up to 1500€ per participant

e) Stop-over longer than one day is considered to be the final destination.

f) If a higher class of travel (i.e. business class) is requested by the participant, the price difference between economy class and the higher class will be paid by the participant himself/herself except for duly justified cases (force majeure).

## **2. Accommodation costs**

In general, twin rooms will be covered during the event time.

In case there is request of single room, the difference between the price of a twin room and a single room needs to be covered individually, except when single room is unavoidable.

In case there are specific requests of extra days of stay (earlier arrival and/or later departure), accommodation for the participants has to be arranged and paid individually.

## **3. Other costs**

- Meal costs, if not provided by the event organisation and/or during the trip to the event and back. Costs should not exceed 6,00 Euro for breakfasts and 10,00 Euro for lunches and dinners.
- Visa costs are reimbursed if visa is required to take part in the event (only travel /tourist visa). Original receipts are required. If it is compulsory to travel to another country for the visa, this travel can also be reimbursed. Visa costs are reimbursed completely, on top of the agreed travel cap; therefore, the participants have to add the costs of the visa to the travel cap.
- Health and liability insurance costs during the event time are reimbursed, and also on top of the agreed travel cap.
- Cost for shipping the reimbursement claim and the receipts to the service provider (postal services) is reimbursed. Original receipt of the shipping costs have to be included. (Please note, if a participant forgets to send required boarding passes, invoices, etc. for his/her reimbursement claim in the first time, the next shipping costs for those forgotten documents will not be reimbursed.)

## Annex II – Non-personal/ direct costs

Non-personal costs consist of:

- Venue-related costs,
- technical equipment for outreach activities,
- catering (if it is included in the activity),
- Material for the local project (i.e. printing costs, renting for projectors, technical equipment, promotion material) which includes the production and the distribution of promotional material
- the distribution of promotional material including shipping costs
- Honoraria for Trainers/Speakers
- Third-Party Cost Coverage of personal costs

The rough amount of direct costs should be stated out in the project application form, same as the number of companies which are hired.

Most of the costs are related to the logistical aspects when planning and implementing an outreach activity. Therefore, basically the arranging and renting meeting venues, the hiring of additional technical equipment or services locally (flipchart, display panels, laptop, beamer, etc.) and Catering, if needed.

In general, the local projects should in principle take place in the premises of Higher Education Institutions ('HEIs') or other venues associated with stakeholder groups (such as ministries, national agencies, etc.) or alternatively the premises of the contracting authority around the world. When the renting of other venues like Hotels etc. is necessary, the reason shall be included in the project proposal. The venues chosen in such cases should be suitable for purpose whilst good value for money, and should correspond to the nature of the event.

The service provider will then directly take charge of the cost absorption with the third party. The organisation handing in the final invoice to the service provider must be clearly marked in the budget template of the project and should communicate directly the costs to us via e-mail to [service@gsi-projects.eu](mailto:service@gsi-projects.eu) before the start of the action. The reimbursement/ cost absorption process will then start according to *Point 6 "Payment process and timeline"*.

The SP will then provide the respective third party/ company with a standard template to fulfil the financial regulations of the EU.

The same regulations apply in the case that a third-party covers the personal costs of participants in the local project (e.g. accommodation and travel).

## **Annex III - Pre-Financing for Small and Medium Projects**

For all “small and medium projects” with a project budget less than 5.000€ the following pre-financing scheme will be applied:

- An advance payment of 70% of the total accepted budget will be pre-financed by the Service Provider (the standard template “request for payment” has to be used, which is attached as Annex IV).
- This standard template includes the project number, the name of the person responsible for the local project/ activity, the title of the local project/ activity, bank-account etc.
- Upon the approval of the final project report by MO and EC and the verification of all bills, receipts and invoices generated by the project, the balance of up to 30% of the total remaining and accepted budget will be paid by the Service Provider to the bank account mentioned in the standard template.
- Invoices which are not in English, French, German, Russian, Vietnamese, Portuguese, or Spanish must be explained/clarified in English by the project implementers to be accepted.



## **Annex IV – Standard template for Small and Medium Projects (Pre-financing)**

### **Gustav-Stresemann-Institut (GSI)**

Project Unit  
Hans Born  
Erasmus-FWC  
Langer Grabenweg 68  
D-53175 Bonn  
Germany

City/ date

### **Request for payment**

Reference number of the contract: XXXXX

Title of the contract: XXXXX

Name and address of the beneficiary: XXXXX

Payment request number: 1 (advance payment) 2 (final payment)

Dear Sir/Madam,

I hereby request the advance payment / final payment under the contract mentioned above.

The amount requested is XXXXX €.

The payment should be made to the following bank account:

XXXXX

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

Name/ function