

ANNEX II

ESAA Projects – financial regulations (October 2019)

Local projects will either be handled as

- lot 1 projects up to 5.000 € or
- lot 2 projects up to 20.000 €.

For any questions regarding the process or content of this document please contact service@gsi-projects.eu

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

All costs which can be reimbursed during the local projects both lot 1 and 2 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 give 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:

- **Fees to Coordinator's (and Co-applicant's) project management staff & trainers**
- 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 investment goods like land, buildings, vehicles or electronic devices (i.e. laptops) etc.
- Currency exchange losses
- Credit to third parties

Further information can be found in Annex B (page 9).

2. General conditions/ financing the action:

The total eligible costs are set out in the budget attached to the project application (Annex IV). The financial support to the action is limited to the amount contracted (all costs above the 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 20% between the main budget positions is allowed.

3. Mode of Financing

The larger lot 2 projects will receive a pre-financing of 60% (advance payment), 30% (interim payment after submission of a short interim report). Final reimbursement (up to 10 % of overall budget) will be made after the final report and the receipts are approved.

Lot 1 projects will receive a pre-financing of 80% (advance payment) Final reimbursement (up to 20 % of overall budget) will be made after the final report and the receipts are approved.

Reimbursements (travel & subsistence costs) for event participants of lot 2 projects are excluded from pre-financing. These costs have to be identified clearly in the budget application and will be reimbursed directly to the participant by the administrator (service provider).

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, using the official monthly exchange rate of the European Commission ([InforEuro](#)), which is the only exchange rate accepted by the European Commission.

The Coordinator should include the **exact** expenses (no rounding) in the local currency in the reimbursement tool and include the exact date of the receipts (the tool will then calculate the exchange rate automatically). (refer to regulations on how to use the reimbursement tool, which will be provided before project start)

5. Payment process and timeline

The reimbursement claim consists of the standard template “request for payment” which includes the project number (project code), the project title, the name of the responsible project implementer (Coordinator), and bank /PayPal information.

Upon approval of the interim report (only for “lot 2 projects), an interim payment of 30% can be requested (use the template “request for interim payment”).

Upon approval of the final narrative and financial reports (incl. the verification of all bills and invoices generated by the project), the project may claim the final reimbursement (use of template “request of final payment”). Given the proof (original receipts etc.) and acceptance of all expenses this final reimbursement may sum up to 10% of the original budget (lot 2) or 20% (lot 1).

6. Financial reporting

6.1 Use of the online reimbursement tool (ESN,gE and OCEANS or EMA)¹, and the template final financial report (reference to 02_ESAA projects_final financial report_template) for all projects is compulsory. Reports submitted in any other form will be rejected!

IMPORTANT NOTES!

6.2 Please ensure to always add the correct project code to any of your communication and your reports (narrative and financial, and online re-imbursement tool)!

6.3 The reimbursement can only be done upon submission of originals of the corresponding tickets/receipts/invoices/boarding passes!

6.4 All receipts/invoices which are not in English, French, or German need a written explanation in English by the project Coordinators to be accepted (brief description on receipt, such as “travel costs bus”)!

6.5 All receipts/invoices must be numbered as in reimbursement-tool!

6.6 In case your travel invoices and boarding passes are electronic documents (e.g. PDF files), you can send them via e-mail to: service@gsi-projects.eu (You do NOT need to send them to us by post then)!

6.7 If you ONLY have original boarding passes to send, you can scan those original boarding passes and send them via email to: service@gsi-projects.eu (You do NOT need to send them by post)!

6.8 Other original invoices (e.g. local transport tickets, restaurant bills etc.) MUST be sent to us by post in order to get reimbursement!

6.9 The documents must be sent to:

Gustav-Stresemann-Institut (GSI)
Project Unit
Erasmus-FWC
Langer Grabenweg 68

¹ When SP (service provider) receives your financial documents, a confirmation email will be sent to you. When SP successfully makes the bank/PayPal transfer of your reimbursement, you will be notified by email. (it is not necessary to reply to both emails).

D-53175 Bonn
Germany

- 6.10 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.
- 6.11 Any request for reimbursement (see 6.1) must be submitted through the tool (ESN,gE and OCEANS or EMA). **At latest 4 weeks after** the project ended the request and all original documents must have reached the Service Provider by post. Any request received after that deadline will be rejected. The Project Coordinator is responsible for providing all required documents and information in time. If documents and information are missing (or not clear) at the end of the deadline, only those documents that have been provided will be reimbursed.

7. Reimbursement of individual travel cost of participants at ESAA project events (only for lot 2 projects)

- 7.1 Individual travel costs (i.e. for seminar participants) must be reimbursed by the SP only (contract regulation with EU)! Be aware that you will have to already include the planned budget for participant travel in the application (see budget application – ANNEX IV). If the project is selected, the planned participant budget will be deducted from the pre-financing.
- 7.2 The project Coordinators have to inform the SP about individual travel caps for each seminar participant (based on submitted project budget) and must ensure that beneficiaries of their events are informed accordingly. ("Travel cap" is the maximum amount to be reimbursed for traveling, including flight and local transport to and from the airport). The participants will be reimbursed based on your actual costs, but up to the maximum of your travel cap).
- 7.3 Any request for reimbursement of individual travel and subsistence cost must be submitted through the tool ([ESN,gE and OCEANS](#) or [EMA](#)). **At latest 4 weeks after** the event the request and the original documents must have reached the Service Provider by post. Any request received after that deadline will be rejected. The participant is responsible for providing all required documents and information in time. If documents and information are missing (or not clear) at the end of the deadline, only those documents that have been provided will be reimbursed.
- 7.4 The documents must be sent to:
Gustav-Stresemann-Institut (GSI)
Project Unit
Erasmus-FWC
Langer Grabenweg 68
D-53175 Bonn
Germany
- 7.5 Instructions under 6.1-6.10 (above) apply also to individual reimbursement request.
- 7.6 Further information on reimbursement of individual cost can be found in annex A (refer to page 6)**

7.7 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.

8. Payments

8.1. The reimbursement is done only upon submission of originals of the corresponding tickets/receipts/invoices/boarding passes by bank transfer or PayPal.

Western Union is not eligible as financial option.

8.2 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.)

8.3 The amount will be transferred 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 charges which have to be borne by the participant (the second transfer fee will be deducted from the transferred reimbursement amount)

8.4 Bank/ PayPal details

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

- Name of bank account holder, International Bank Account Number (IBAN), SWIFT-/BIC-code
- PayPal account (email address)

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

8.6 The reimbursement claim together with all originals must be submitted **not later than four weeks** after the event/project end. The Coordinator 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

Erasmus-FWC

Langer Grabenweg 68

D-53175 Bonn

Germany

9. Project management costs (max. 3% of total direct project costs)

This budget position has to be used to cover:

- costs for bank service costs (i.e. reimbursements to your seminar participants, service providers etc.), this includes bank-fees, PayPal costs etc.
- shipping costs (courier, mailing etc.)

10. Unforeseen costs (max. 5% of direct project costs)

This budget position covers cost which were not included to the original project budget (direct costs).

11. 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 Contractor needs to receive a report from the implementer clarifying the circumstances (maximum 1/2 page text). This information will be shared with the European Commission (Contracting Authority) and the liaison group.
- 2) 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.

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.

12. Contacts

If you are unsure about any of the information/requests above, please contact us esaa-projects@gsi-projects.eu.

13. Validity

These provisions are operative since October 2019.

Annex A – Personal Costs (to be reimbursed by the SP)

Reimbursement of personal costs is subject of an individual travel cap communicated by the Coordinator. Personal costs include travel costs, accommodation costs and other costs.

1. Travel Costs

Travel costs to attend an 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 only 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 must 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 administrator (Service Provider) 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**.

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

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 must 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.
- Any visa cost should be included to the travel cap.
- Cost for shipping the reimbursement claim and the receipts to the service provider (postal services) must be covered by own budget position (3% project management costs)
- 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 B – 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
- other third-party cost

The amount of direct costs should be stated out in the project application form.

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 take place in the premises of Higher Education Institutions ('HEIs') or other venues associated with stakeholder groups (such as ministries, national agencies, universities etc.). 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.