



Management Team Meeting Financial Rules

ERASMUS+ project 574056

Kick-off meeting
Moscow 18-21 January 2017



ERASMUS+ Budget headings

Purpose

Contractual rules

Supporting documents



I. Staff costs

Point 3.3.1.1. Guidelines for the use of the grant

Purpose

To cover the costs of staff directly necessary for the achievement of the results and not covered by other sources:

- Managers carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers and trainers carry out academic activities related to curriculum/training programme development, preparation and teaching of courses or trainings etc.
- Technical staff carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- Administrative staff carries out administrative tasks such as secretarial duties.

Contractual rules

- **Maximum** reference daily **rates** per country: Guidelines/Annex 1
- **Total expenditure** for Staff Costs **cannot exceed the 40% ceiling** (plus 10 % flexibility) - Co-financing is also subject to the 40% ceiling

I. Staff costs

Supporting documents

The beneficiary shall retain with project accounts:

- **Staff Convention** (Guidelines/Annex 2) + **timesheets**
- **Employment contract**
- **Salary slip**

Unit Costs for Staff – maximum eligible daily rates (in €)

Extract from Guidelines for the use of the Grant (Annex 1)

Country	Manager	Teacher	Technical	Administrative
Kazakhstan - KZ	77	57	40	32
Russia- RU	77	57	40	32



II. Travel costs and costs of stay – Staff

Point 3.3.1.2. Guidelines for the use of the grant

Purpose

To cover the costs of travel and subsistence allowances of staff for mobilities mainly linked to:

- teaching/training assignments, retraining
- update of courses
- practical placements
- project management related meetings
- dissemination

Contractual rules

The budget for Travel Costs and Costs of Stay should:

- **cover only actual travel costs** (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified)
- **cover the daily allowance:** the ceilings per person (per day/week) indicated at Annex 1 of the Guidelines must be respected

II. Travel costs and costs of stay

Supporting documents

The beneficiary shall retain with project accounts:

- a SIGNED & filled-in Individual Travel Report for each mobility using the standard form (Guidelines/Annex 3)
- readable copies of travel tickets, invoices, boarding passes, receipts, etc.

Unit Costs for Travel and Costs for Stay (in €)

Travel Costs

Distance band	Unit cost per participant
Between 100 and 499 KM	180
Between 500 and 1999 KM	275
Between 2000 and 2999 KM	360
Between 3000 and 3999 KM	530
Between 4000 and 7999 KM	820
Between 8000 KM and more	1100

Travel distances must be calculated using the distance calculator supported by the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip

Unit Costs for Travel and Costs for Stay (in €)

Costs of Stay

Staff	Unit cost per day per participant
Up to the 14 th day of activity	120
Between the 15 th and the 60 th day of activity	70
Between the 61 st day of activity and up to 3 months	50



***For additional support
you can contact us:***

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Thank you for your attention!