

# Management Team Meeting Financial Rules

## ERASMUS+ project 574056

Kick-off meeting Moscow 18-21 January 2017





## ERASMUS+ Budget headings Purpose Contractual rules Supporting documents



### European European

### I. Staff costs

Purpose

**Contractual** 

rules



Point 3.3.1.1. Guidelines for the use of the grant

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.

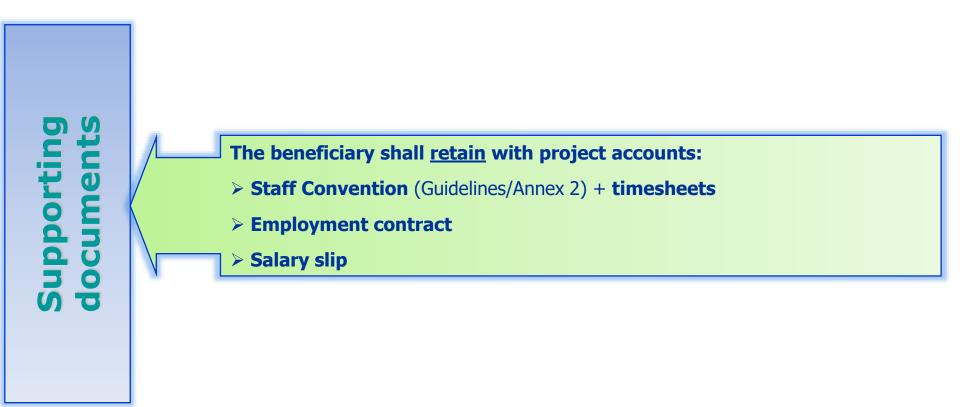
> **Maximum** reference daily **rates** per country: Guidelines/Annex 1

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







### 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



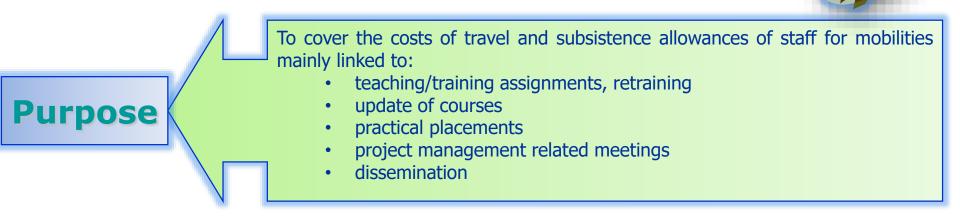


### II. Travel costs and costs of stay – Staff

Point 3.3.1.2. Guidelines for the use of the grant

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 <u>retain</u> 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: <u>http://ec.europa.eu/programmes/erasmus-plus/tools/distance\_en.htm</u>

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 <sup>th</sup> day of activity	120		
Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity	70		
Between the 61 <sup>st</sup> 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!

