



# **FINANCIAL MANAGEMENT OF THE GRANT**

**Reporting to the Beneficiary –**

**University of Craiova**



Co-funded by the  
Erasmus+ Programme  
of the European Union

Unit cost – staff, travel, subsistence

Actual cost – equipment, sub-contracting



# REPORTING DOCUMENTS **EDUQAS** PLATFORM



- *Joint Declaration (EACEA template)*
- *Time-sheets (EACEA template)*
- Proof of formal contractual relationship
- Any evidence justifying the workload and activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.)

- *Individual Travel Report (EACEA templates) + Supporting documents*
- (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings, agendas, tangible outputs/products, minutes)\*

- Contract
- Invoice
- Competitive offers

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