

GENERAL INSTRUCTIONS - CBHE 2017 - ANNEX VI - FINANCIAL STATEMENTS

When opening the file and in order to make it work properly:

- Save the file on your desktop and save it as an "Excel Macro-Enabled Workbook" file.
- Please click "enable content" if requested by your system.
- Please click "activate the macros" if requested by your system.
- Go to file => option => advanced => display option for this workbook => For objects, click the "show all" option.

IMPORTANT NOTE:

- This Excel sheet is most suited to the Windows operating system using MS Office 2010.
- This Excel sheet is protected and pre-formatted, meaning that **only the buttons and blue coloured fields are accessible for encoding data**. TO AVOID ANY ERROR OF CALCULATION, PLEASE DO NOT COPY/PASTE DATA FROM OTHER SOURCES (DATA MUST BE ENCODED OR SELECTED VIA THE DROPDOWN MENUS) and ensure that the data encoded is correct.

PURPOSE OF THIS TOOL

This Excel file (**CBHE 2017 - ANNEX VI - FINANCIAL STATEMENTS**) is a tool that has to be used for:

- 1) Fulfilling your reporting obligations as specified under Article I.4. and in Annex V and VI of the Grant Agreement.
- 2) Monitoring the use of the grant for what concerns the disbursement of actual and unit costs, throughout project implementation. This will allow the partnership to monitor its budget consumption and the progress made in the implementation of the activities funded through unit costs.

In addition to these instructions, the file includes the following sheets:

• 2 sheets (yellow tabs):

- "Final financial statement", to be sent together with the Final report on implementation of the action" and other documents following the instructions specified in Annex V and VI of the Grant Agreement.
- "Costs incurred & 2nd Prefinancing", to be sent together with the "Progress report on implementation of the action" and other documents following the instructions specified in Annex V and VI of the Grant Agreement.

• 4 individual "financial tables" for the respective budget headings (blue tabs):

1. Staff costs – 2.3 Travel costs & Costs of stay – 4. Equipment – 5. Subcontracting; these tables must be filled in throughout the project implementation

Please note that if one or more data/information to be filled in the blue coloured cells is missing, an error message will appear in red in the last column.

- To add a row, click the button "ADD ROW" (the row will be added after the row currently selected)
- To delete a row, click the button "DELETE ROW" (the row that will be deleted is the row currently selected)
- To duplicate a row, click the button "DUPLICATE ROW" (enter the row to duplicate, the row will be added after the row currently selected)

• 1 sheet "Co-financing" (purple tab): to be filled in for information only.

• 2 summary sheets (green tabs), which are available for information only, and for monitoring the budget consumption. These sheets are filled in automatically. No data can be encoded.

- "Breakdown & Project funding"
- "Breakdown Staff - Travel costs & Costs of stay"

Important notice:

Before completing the financial tables with their respective data, you must first fill in the "Final Financial statement" sheet following the instructions below. This will allow you to complete the individual "financial tables" for each budget heading (instructions provided below). The financial information for the "Final financial statement" and the "Costs incurred & 2nd Prefinancing" will be filled in automatically once the "financial tables" for each budget heading are filled in.

"FINAL FINANCIAL STATEMENT"

Information to be encoded (blue coloured cells):

- Project number (to be encoded) - please use the same numbering reported in the Grant Agreement
- Grant Awarded (to be encoded) - please report the budget as detailed in Annex III of the Grant Agreement or any subsequent amendments (if applicable)
- Name of Partner (to be encoded) - please encode the name of each of the project Partners **following the same order as in Annex IV of the Grant Agreement**
- Country (to be chosen via a "drop down menu")
- Only for project with "Special Mobility Strand": Please fill in the cells in the section "Special Mobility Strand" following the data/information reported in the "mobility tool".
- IBAN: Please fill in the Bank account number. Please note that the bank account indicated must be the same as the one specified in the Grant Agreement or any subsequent amendments (if applicable). In case you wish to indicate a new bank account, you need to contact the Agency and request an amendment to the Grant Agreement.
- Date
- Name and Function
- Signature

"COSTS INCURRED & 2nd PREFINANCING"

Please note that this sheet is automatically filled in with the information provided in the sheet "Final financial statement" and in the sheets "financial tables". If the cell "Eligible for 2nd Prefinancing" (cell K16) is green, it means that you have used at least 70 % of the previous pre-financing instalment paid and that you can request the 2nd Prefinancing by ticking the box "I hereby do request the payment of the second prefinancing" (cell B86).

Please note that the eligibility of the costs incurred (Excel file) will be assessed at Final Reporting stage (art. II.24 and II.25 of the Grant Agreement) Therefore, the approval of the *Progress report on the implementation of the action* does not automatically imply the approval of the corresponding costs included in this reporting exercise.

1. "STAFF COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")
- Partner No. (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Name of Staff Member (to be encoded)
- Staff category (to be chosen via a "drop down menu"). The value must correspond to the nature of the task and not necessarily to the role of the staff member in the organisation.
- Short description of tasks (to be encoded)
- From: Please encode the start date of the working period (to be encoded)
- To: Please encode the end date of the working period (to be encoded)
- Number of days: please encode the number of days worked for the project in the working period. Number of days declared can be lower than those of the working period (e.g. holidays during the declared period) but cannot be higher. If so, the calculation of unit costs will be automatically limited to the total calendar day's period declared.
- The total amount for staff costs is calculated automatically in column N. (number of days x unit cost)

2 - 3. "TRAVEL COSTS & COSTS OF STAY"

Information to be encoded (blue coloured cells):

Please note that one row has to be filled in for every single person travelling

- Work package (to be chosen via a "drop down menu")
- Partner No. (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Name of the person travelling (to be encoded)
- Staff/Student (can be chosen only via a "drop down menu")
- City and Country of departure (to be encoded).
- City and Country of destination (to be encoded).

Please fill in exactly the name of the city and Country. This data/information is used to determine the travel distance band.

- Number of days (to be encoded). Please fill in the number of days dedicated to the activity (including travel) and for which costs of stay are claimed. Please note that if more days than the maximum calendar days between Departure date and Return date are reported, the calculation of unit costs will be automatically limited to the total calendar day's period declared.

- Travel distance (to be encoded). Please fill in the number of kilometres from the city of departure to the city of destination using the Erasmus+ travel distance calculator: http://ec.europa.eu/education/tools/distance_en.htm. Please note that unit costs for "Travel" are calculated exclusively on the basis of this number.

The total amount for travel and costs of stay is calculated automatically in columns O,P and Q.

4. "EQUIPMENT COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")
- No. of the partner benefitting from the equipment (to be chosen via a "drop down menu")

Please note that Equipment is intended exclusively for the Partner Country Higher Education Institutions (as defined in the Programme Guide) which are included in the partnership. Therefore, only costs allocated to partners from "Partner countries" can be reported. If more project partners are benefitting from the same equipment, the costs can be split into more rows and allocated to different partners.

- Supporting document Ref. (to be encoded)
- Invoice date (to be encoded) - format must be dd/mm/yy
- Nature, type and specification of the item (to be encoded)
- Providing company (to be encoded)
- Amount of VAT and Taxes in euro. Please encode the amount of VAT and/or other taxes only if this amount has been charged to the project.

- Exchange Rate used: calculated automatically following the encoding of the "Amount indicated on the invoice" and the "Amount charged to the project". The Exchange Rate used must be in line with Art. I.10.2 of the Grant Agreement and the Guidelines for the Use of the Grant (Section 3.2.4), using the inforeuro website <http://ec.europa.eu/budget/inforeuro/>

5. "SUBCONTRACTING COSTS"

Information to be encoded (blue coloured cells):

- Work package (to be chosen via a "drop down menu")
- No. of the partner who paid for the subcontracting (to be chosen via a "drop down menu")
- Supporting document Ref. (to be encoded)
- Invoice date (to be encoded) - format must be dd/mm/yy
- Nature, type and specification of the item (to be encoded)
- Providing company (to be encoded)
- Amount of VAT and Taxes in euro. Please encode the amount of VAT and/or other taxes only if this amount has been charged to the project.

- Exchange Rate used: calculated automatically following the encoding of the "Amount indicated on the invoice" and the "Amount charged to the project". The Exchange Rate used must be in line with Art. I.10.2 of the Grant Agreement and the Guidelines for the Use of the Grant (Section 3.2.4), using the inforeuro website <http://ec.europa.eu/budget/inforeuro/>

"CO-FINANCING"

Please note that information on the co-financing must be filled in for statistical purposes only. Therefore, it will not have any impact on the amount of the final grant.

ANNEX VI - FINAL FINANCIAL STATEMENT

Project Number	586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP (2017-2895/001-001)	Co-financing (for information only)	0,00
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Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)
1. Staff Costs	325.976,00	740,00
2. Travel Costs	113.415,00	1.005,00
3. Costs of Stay	198.480,00	1.475,00
4. Equipment Costs	144.425,30	0,00
5. Subcontracting Costs	33.000,00	0,00
A. Grant for Project Activities	815.296,30	3.220,00
B. Additional Grant for Special Mobility Strand	0,00	0,00
Total Grant requested from the European Union (A + B)	815.296,30	3.220,00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)									
Partner N°	Name of Partner	Country	PRIPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	UNIVERSITATEA DIN CRAIOVA	Romania	Programme Countries	740,00	1.005,00	1.475,00	-	-	3.220,00
P2	KTH Royal Institute of Technology	Sweden	Programme Countries	-	-	-	-	-	-
P3	Université de Liège	Belgium	Programme Countries	-	-	-	-	-	-
P4	Plovdiv University "Paisii Hilendarski"	Bulgaria	Programme Countries	-	-	-	-	-	-
P5	Latvijas Universitāte	Latvia	Programme Countries	-	-	-	-	-	-
P6	Université de Lorraine	France	Programme Countries	-	-	-	-	-	-
P7	Simon Kuznets Kharkiv National University of Economics	Ukraine	Partner Countries	-	-	-	-	-	-
P8	Lviv Polytechnic National University	Ukraine	Partner Countries	-	-	-	-	-	-
P9	Donetsk State University of Management	Ukraine	Partner Countries	-	-	-	-	-	-
P10	National Metallurgical Academy of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P11	Kazakh Ablai Khan University	Kazakhstan	Partner Countries	-	-	-	-	-	-
P12	KazUEFIT	Kazakhstan	Partner Countries	-	-	-	-	-	-
P13	Institute of Higher Education, NAES of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P14	NAHEQA	Ukraine	Partner Countries	-	-	-	-	-	-
P15	Ministry of Education and Science of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P16	Ministry of Education and Science of Republic of Kazakhstan	Kazakhstan	Partner Countries	-	-	-	-	-	-
P17	HCERES	France	Programme Countries	-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-
P20				-	-	-	-	-	-
P21				-	-	-	-	-	-
P22				-	-	-	-	-	-
P23				-	-	-	-	-	-
P24				-	-	-	-	-	-
P25				-	-	-	-	-	-
P26				-	-	-	-	-	-
P27				-	-	-	-	-	-
P28				-	-	-	-	-	-
P29				-	-	-	-	-	-
P30				-	-	-	-	-	-
P31				-	-	-	-	-	-
P32				-	-	-	-	-	-
P33				-	-	-	-	-	-
P34				-	-	-	-	-	-
P35				-	-	-	-	-	-
P36				-	-	-	-	-	-
P37				-	-	-	-	-	-
P38				-	-	-	-	-	-
P39				-	-	-	-	-	-
P40				-	-	-	-	-	-
P41				-	-	-	-	-	-
P42				-	-	-	-	-	-
P43				-	-	-	-	-	-
P44				-	-	-	-	-	-
P45				-	-	-	-	-	-
P46				-	-	-	-	-	-
P47				-	-	-	-	-	-
P48				-	-	-	-	-	-
P49				-	-	-	-	-	-
P50				-	-	-	-	-	-
P51				-	-	-	-	-	-
P52				-	-	-	-	-	-
P53				-	-	-	-	-	-
P54				-	-	-	-	-	-
P55				-	-	-	-	-	-
TOTAL (not including point B. Additional Grant for Special Mobility Strand)									3.220,00

SPECIAL MOBILITY STRAND	Students From Partner Countries	Students From Programme Countries	Staff From Partner Countries	Staff From Programme Countries
Amount Spent (In EUR)	0,00	0,00	0,00	0,00
Number of Participants	0	0	0	0

REQUEST FOR PAYMENT

I hereby request the payment of the balance to the following bank account:

IBAN

RO99CECEDJ01C1EUR0855854

Date, name and signature of the legal representative of the beneficiary institution:

Date: _____ Name: _____ Function: _____ Signature of the legal representative: _____

*If the financial statement is not signed by the legal representative, please provide documentation of accreditation showing that the person who signed the financial statement has the right to sign on behalf of the legal representative.

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT AND REQUEST FOR PAYMENT (SECOND PRE-FINANCING)

Project Number	586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP (2017-2895/001-001)	Co-financing (for information only)	0,00
Budget Headings	1. Grant Awarded (in EUR)	2. Budget Spent (in EUR)	
1. Staff Costs	325.976,00	740,00	
2. Travel Costs	113.415,00	1.005,00	
3. Costs of Stay	196.480,00	1.475,00	
4. Equipment Costs	144.425,30	0,00	
5. Subcontracting Costs	33.000,00	0,00	
A. Grant for Project Activities	815.296,30	3.220,00	
B. Additional Grant for Special Mobility Strand	0,00	0,00	
Total Grant requested from the European Union (A + B)	815.296,30	3.220,00	

Amount of 1st Prefinancing	407.648,15
% Spent on 1st Prefinancing	0,79%
Eligible for 2nd Prefinancing	NO
Amount of 2nd Prefinancing	0,00

ANNEX VI - STATEMENT ON THE USE OF THE PREVIOUS PRE-FINANCING INSTALMENT (in EUR)

Partner N°	Name of Partner	Country	PRIPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	Total Costs (in EUR)
P1	UNIVERSITATEA DIN CRAIOVA	Romania	Programme Countries	740,00	1.005,00	1.475,00	-	-	3.220,00
P2	KTH Royal Institute of Technology	Sweden	Programme Countries	-	-	-	-	-	-
P3	Université de Liège	Belgium	Programme Countries	-	-	-	-	-	-
P4	Plovdiv University "Paisii Hliendarski"	Bulgaria	Programme Countries	-	-	-	-	-	-
P5	Latvijas Universitāte	Latvia	Programme Countries	-	-	-	-	-	-
P6	Université de Lorraine	France	Programme Countries	-	-	-	-	-	-
P7	Simon Kuznets Kharkiv National University of Economics	Ukraine	Partner Countries	-	-	-	-	-	-
P8	Lviv Polytechnic National University	Ukraine	Partner Countries	-	-	-	-	-	-
P9	Dnestic State University of Management	Ukraine	Partner Countries	-	-	-	-	-	-
P10	National Metallurgical Academy of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P11	Kazakh Abhai Khan University	Kazakhstan	Partner Countries	-	-	-	-	-	-
P12	KazUFIT	Kazakhstan	Partner Countries	-	-	-	-	-	-
P13	Institute of Higher Education, NAES of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P14	NAHEQA	Ukraine	Partner Countries	-	-	-	-	-	-
P15	Ministry of Education and Science of Ukraine	Ukraine	Partner Countries	-	-	-	-	-	-
P16	Ministry of Education and Science of Republic of Kazakhstan	Kazakhstan	Partner Countries	-	-	-	-	-	-
P17	HCERES	France	Programme Countries	-	-	-	-	-	-
P18				-	-	-	-	-	-
P19				-	-	-	-	-	-
P20				-	-	-	-	-	-
P21				-	-	-	-	-	-
P22				-	-	-	-	-	-
P23				-	-	-	-	-	-
P24				-	-	-	-	-	-
P25				-	-	-	-	-	-
P26				-	-	-	-	-	-
P27				-	-	-	-	-	-
P28				-	-	-	-	-	-
P29				-	-	-	-	-	-
P30				-	-	-	-	-	-
P31				-	-	-	-	-	-
P32				-	-	-	-	-	-
P33				-	-	-	-	-	-
P34				-	-	-	-	-	-
P35				-	-	-	-	-	-
P36				-	-	-	-	-	-
P37				-	-	-	-	-	-
P38				-	-	-	-	-	-
P39				-	-	-	-	-	-
P40				-	-	-	-	-	-
P41				-	-	-	-	-	-
P42				-	-	-	-	-	-
P43				-	-	-	-	-	-
P44				-	-	-	-	-	-
P45				-	-	-	-	-	-
P46				-	-	-	-	-	-
P47				-	-	-	-	-	-
P48				-	-	-	-	-	-
P49				-	-	-	-	-	-
P50				-	-	-	-	-	-
P51				-	-	-	-	-	-
P52				-	-	-	-	-	-
P53				-	-	-	-	-	-
P54				-	-	-	-	-	-
P55				-	-	-	-	-	-
TOTAL (not including the point B. Additional Grant for Special Mobility Strand)									3.220,00

SPECIAL MOBILITY STRAND	Students From Partner Countries	Students From Programme Countries	Staff From Partner Countries	Staff From Programme Countries
Amount Spent (In EUR)	0,00	0,00	0,00	0,00
Number of Participants	0	0	0	0

REQUEST FOR THE SECOND PRE-FINANCING

I hereby do request the payment of the 2nd prefinancing

IBAN

RO99CECEDJ01C1EUR0855854

Date, name and signature of the legal representative of the beneficiary institution:

Date: _____ Name: _____ Function: _____ Signature of the legal representative: _____

*If the financial statement is not signed by the legal representative, please provide documentation of accreditation showing that the person who signed the financial statement has the right to sign on behalf of the legal representative.

1. Staff Costs

Total (EUR)		740,00											
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Short description of tasks	From (dd/mm/yy)	To (dd/mm/yy)	Number of days (A)	Unit cost per day (in EUR) (B)	Total Calculated (in EUR) (A x B)	Check Data Encoding
Preparation	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TS-P1_Mandache-1	Mandache Lucian	Teacher/Trainer/Researcher	Analysis on particular aspects of QA system in Romania and University of Craiova, related reports	01/04/18	31/12/18	7	74,00	518,00	
Development	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TS-P1_Mandache-1	Mandache Lucian	Teacher/Trainer/Researcher	Analysis on QA system in EU related to particularities of partners' HEI, to be used for the Report on QA system in EU	01/08/18	31/10/18	3	74,00	222,00	

2-3. Travel Costs & Costs of Stay

Total Travel Costs (in EUR)		1.005,00														
Total Costs of Stay (in EUR)		1.475,00														
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of the Person travelling	Student/ Staff	City and Country of Departure	City and Country of Destination	Departure Date (dd/mm/yy)	Return Date (dd/mm/yy)	Number of days for Costs of Stay	Travel Distance (in KM)	Travel Costs calculated (EUR)	Costs of Stay calculated (EUR)	Total calculated (EUR)	Check Data Encoding
Management	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TR-P1_Mandache-Bruxelles	Mandache Lucian	Staff	Craiova	Bruxelles	27/01/18	31/01/18	4	1.620	275	480,00	755,00	
Management	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TR-P1_Mandache-Plovdiv	Mandache Lucian	Staff	Craiova	Plovdiv	17/05/18	19/05/18	3	254	180	360,00	540,00	
Management	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TR-P1_Mandache-Liege	Mandache Lucian	Student	Craiova	Liege	15/01/19	19/01/19	5	1.535	275	275,00	550,00	
Management	P1	UNIVERSITATEA DIN CRAIOVA	Romania	TR-P1_Mandache-Nancy	Mandache Lucian	Staff	Craiova	Nancy	12/03/19	16/03/19	3	1.429	275	360,00	635,00	

4. Equipment Costs

4. Equipment Costs													
Total (EUR)		0,00											
Work Package	Partner N°	Name of Partner benefiting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amount of VAT and Taxes in Euro (to be indicated only if this amount is included in the amount charged to the project)	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
								0,00	0,00			0,00	Error

5. Subcontracting Costs

5. Subcontracting Costs													
Total (EUR)		0,00											
Work Package	Partner N°	Name of Partner who paid for the subcontracting (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Supporting Document Ref.	Invoice Date (dd/mm/yy)	Nature, type and specifications of the item	Providing company	Amount of VAT and Taxes in Euro (to be indicated only if this amount is included in the amount charged to the project)	Amount indicated on the invoice	Currency indicated on the invoice	Exchange Rate Used	Amount charged to the project (in EUR)	Check Data Encoding
								0,00	0,00			0,00	Error

Co-financing (for information only)

Total (EUR)	0,00						
Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Budget Heading*	Source of Co-financing**	Nature, type and specifications of the item***	Amount (in EUR)	Check Data Encoding
						0,00	Error

* e.g.: Equipment, Staff costs, travel costs and/or costs of stay, printing & publishing

** e.g.: governmental grant, organisation/institution's own resources

*** e.g.: printing course material (200 copies); renting conference premises (2 days, 100 participants); etc.

Budget Breakdown by Workpackage / Budget Headings

WorkPackage	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Preparation	518,00	-	-	-	-		518,00
Development	222,00	-	-	-	-		222,00
Quality Plan	-	-	-	-	-		-
Dissemination & Exploitation	-	-	-	-	-		-
Management	-	1.005,00	1.475,00	-	-		2.480,00
Total	740,00	1.005,00	1.475,00	-	-	-	3.220,00

Budget Breakdown by Programme or Partner Countries / Budget Headings

Countries	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total (EUR)
Programme Countries	740,00	1.005,00	1.475,00	-	-	-	3.220,00
Partner Countries	-	-	-	-	-	-	-
Total	740,00	1.005,00	1.475,00	-	-	-	3.220,00

Budget Breakdown by Partner / Work Package

Partner N°	Preparation	Development	Quality Plan	Dissemination & Exploitation	Management	B. Special Mobility Strand	Total (EUR)
P1	518,00	222,00	-	-	2.480,00		3.220,00
P2	-	-	-	-	-		-
P3	-	-	-	-	-		-
P4	-	-	-	-	-		-
P5	-	-	-	-	-		-
P6	-	-	-	-	-		-
P7	-	-	-	-	-		-
P8	-	-	-	-	-		-
P9	-	-	-	-	-		-
P10	-	-	-	-	-		-
P11	-	-	-	-	-		-
P12	-	-	-	-	-		-
P13	-	-	-	-	-		-
P14	-	-	-	-	-		-
P15	-	-	-	-	-		-
P16	-	-	-	-	-		-
P17	-	-	-	-	-		-
P18	-	-	-	-	-		-
P19	-	-	-	-	-		-
P20	-	-	-	-	-		-
P21	-	-	-	-	-		-
P22	-	-	-	-	-		-
P23	-	-	-	-	-		-
P24	-	-	-	-	-		-
P25	-	-	-	-	-		-
P26	-	-	-	-	-		-
P27	-	-	-	-	-		-
P28	-	-	-	-	-		-
P29	-	-	-	-	-		-
P30	-	-	-	-	-		-
P31	-	-	-	-	-		-
P32	-	-	-	-	-		-
P33	-	-	-	-	-		-
P34	-	-	-	-	-		-
P35	-	-	-	-	-		-
P36	-	-	-	-	-		-
P37	-	-	-	-	-		-
P38	-	-	-	-	-		-
P39	-	-	-	-	-		-
P40	-	-	-	-	-		-
P41	-	-	-	-	-		-
P42	-	-	-	-	-		-
P43	-	-	-	-	-		-
P44	-	-	-	-	-		-
P45	-	-	-	-	-		-
P46	-	-	-	-	-		-
P47	-	-	-	-	-		-
P48	-	-	-	-	-		-
P49	-	-	-	-	-		-
P50	-	-	-	-	-		-
P51	-	-	-	-	-		-
P52	-	-	-	-	-		-
P53	-	-	-	-	-		-
P54	-	-	-	-	-		-
P55	-	-	-	-	-		-
TOTAL	518,00	222,00	-	-	2.480,00	-	3.220,00

Budget Breakdown by Partner / Category of Staff										
Partner N°	Manager		Teacher/Trainer/Researcher		Technical Staff		Administrative Staff		Total (in EUR)	Total Days
	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days	Total (in EUR)	Number of Days		
P1	-	-	740,00	10,00	-	-	-	-	740,00	10,00
P2	-	-	-	-	-	-	-	-	-	-
P3	-	-	-	-	-	-	-	-	-	-
P4	-	-	-	-	-	-	-	-	-	-
P5	-	-	-	-	-	-	-	-	-	-
P6	-	-	-	-	-	-	-	-	-	-
P7	-	-	-	-	-	-	-	-	-	-
P8	-	-	-	-	-	-	-	-	-	-
P9	-	-	-	-	-	-	-	-	-	-
P10	-	-	-	-	-	-	-	-	-	-
P11	-	-	-	-	-	-	-	-	-	-
P12	-	-	-	-	-	-	-	-	-	-
P13	-	-	-	-	-	-	-	-	-	-
P14	-	-	-	-	-	-	-	-	-	-
P15	-	-	-	-	-	-	-	-	-	-
P16	-	-	-	-	-	-	-	-	-	-
P17	-	-	-	-	-	-	-	-	-	-
P18	-	-	-	-	-	-	-	-	-	-
P19	-	-	-	-	-	-	-	-	-	-
P20	-	-	-	-	-	-	-	-	-	-
P21	-	-	-	-	-	-	-	-	-	-
P22	-	-	-	-	-	-	-	-	-	-
P23	-	-	-	-	-	-	-	-	-	-
P24	-	-	-	-	-	-	-	-	-	-
P25	-	-	-	-	-	-	-	-	-	-
P26	-	-	-	-	-	-	-	-	-	-
P27	-	-	-	-	-	-	-	-	-	-
P28	-	-	-	-	-	-	-	-	-	-
P29	-	-	-	-	-	-	-	-	-	-
P30	-	-	-	-	-	-	-	-	-	-
P31	-	-	-	-	-	-	-	-	-	-
P32	-	-	-	-	-	-	-	-	-	-
P33	-	-	-	-	-	-	-	-	-	-
P34	-	-	-	-	-	-	-	-	-	-
P35	-	-	-	-	-	-	-	-	-	-
P36	-	-	-	-	-	-	-	-	-	-
P37	-	-	-	-	-	-	-	-	-	-
P38	-	-	-	-	-	-	-	-	-	-
P39	-	-	-	-	-	-	-	-	-	-
P40	-	-	-	-	-	-	-	-	-	-
P41	-	-	-	-	-	-	-	-	-	-
P42	-	-	-	-	-	-	-	-	-	-
P43	-	-	-	-	-	-	-	-	-	-
P44	-	-	-	-	-	-	-	-	-	-
P45	-	-	-	-	-	-	-	-	-	-
P46	-	-	-	-	-	-	-	-	-	-
P47	-	-	-	-	-	-	-	-	-	-
P48	-	-	-	-	-	-	-	-	-	-
P49	-	-	-	-	-	-	-	-	-	-
P50	-	-	-	-	-	-	-	-	-	-
P51	-	-	-	-	-	-	-	-	-	-
P52	-	-	-	-	-	-	-	-	-	-
P53	-	-	-	-	-	-	-	-	-	-
P54	-	-	-	-	-	-	-	-	-	-
P55	-	-	-	-	-	-	-	-	-	-
TOTAL	-	-	740,00	10,00	-	-	-	-	740,00	10,00

Budget Breakdown by Partner / Travel Costs & Costs of Stay						
Partner N°	Staff		Student		Total Travel Costs (in EUR)	Total Costs of Stay (in EUR)
	Travel Costs (in EUR)	Costs of Stay (in EUR)	Travel Costs (in EUR)	Costs of Stay (in EUR)		
P1	730,00	1.200,00	275,00	275,00	1.005,00	1.475,00
P2	-	-	-	-	-	-
P3	-	-	-	-	-	-
P4	-	-	-	-	-	-
P5	-	-	-	-	-	-
P6	-	-	-	-	-	-
P7	-	-	-	-	-	-
P8	-	-	-	-	-	-
P9	-	-	-	-	-	-
P10	-	-	-	-	-	-
P11	-	-	-	-	-	-
P12	-	-	-	-	-	-
P13	-	-	-	-	-	-
P14	-	-	-	-	-	-
P15	-	-	-	-	-	-
P16	-	-	-	-	-	-
P17	-	-	-	-	-	-
P18	-	-	-	-	-	-
P19	-	-	-	-	-	-
P20	-	-	-	-	-	-
P21	-	-	-	-	-	-
P22	-	-	-	-	-	-
P23	-	-	-	-	-	-
P24	-	-	-	-	-	-
P25	-	-	-	-	-	-
P26	-	-	-	-	-	-
P27	-	-	-	-	-	-
P28	-	-	-	-	-	-
P29	-	-	-	-	-	-
P30	-	-	-	-	-	-
P31	-	-	-	-	-	-
P32	-	-	-	-	-	-
P33	-	-	-	-	-	-
P34	-	-	-	-	-	-
P35	-	-	-	-	-	-
P36	-	-	-	-	-	-
P37	-	-	-	-	-	-
P38	-	-	-	-	-	-
P39	-	-	-	-	-	-
P40	-	-	-	-	-	-
P41	-	-	-	-	-	-
P42	-	-	-	-	-	-
P43	-	-	-	-	-	-
P44	-	-	-	-	-	-
P45	-	-	-	-	-	-
P46	-	-	-	-	-	-
P47	-	-	-	-	-	-
P48	-	-	-	-	-	-
P49	-	-	-	-	-	-
P50	-	-	-	-	-	-
P51	-	-	-	-	-	-
P52	-	-	-	-	-	-
P53	-	-	-	-	-	-
P54	-	-	-	-	-	-
P55	-	-	-	-	-	-
TOTAL	730,00	1.200,00	275,00	275,00	1.005,00	1.475,00

JOINT DECLARATION

Ref. No.....

Project No. 586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM UNIVERSITATEA DIN CRAIOVA
Hereinafter "the Institution"*

AND Name: MANDACHE Lucian
Address: Gheorghe Doja Str., no. 42, Craiova 200352, Romania
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution and is part of its payroll system YES/NO
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM	15/10/2017	TO	14/10/2020

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

..... *Specific activities related to WP1-WP6, as in the detailed description of the project*

.....

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Teacher/Trainer/Researcher
Country of the Institution	ROMANIA
Number of days worked and charged to the project (according to time-sheet)	10 days in 2018 ... days in 2019 ... days in 2020

- This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in *Craiova*

Date

Name *Cezar Ionut SPINU*Function *Rector*Institution *Universitatea din Craiova*Staff member name *Lucian MANDACHE*

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and*
- (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution*

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay*To be filled in by each participant**In case of circular/multiple travels, please fill in separate Individual Travel Reports.***Ref. No.....Project No. 586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP**

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: MANDACHE Forename: LUCIAN.....

Nationality: Romanian

Home institution: Universitatea din Craiova

Staff position/student year of study at home institution: professor

(2) TYPE OF ACTIVITY (Tick as appropriate)**STAFF**

<input type="checkbox"/>	Teaching/training assignment
<input type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input checked="" type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

STUDENTS

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
	27/01/2018	31/01/2018
PLACE OF DEPARTURE**	HOME INSTITUTION Universitatea din Craiova	
	COUNTRY Romania	CITY Craiova
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION EACEA Brussels, Management Centre Europe	
	COUNTRY Belgium	CITY Brussels
TRAVEL DISTANCE***	Km 1620	

Please indicate period of travel from departure to return to place of origin** If different from Home institution please enclose authorisation from the Agency*****Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities***(4) DETAILS OF THE ACTIVITY**

DATES (excluding travel)	From (date): 29/01/2018	To (date): 30/01/2018
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed) Participation to CBHE Grantholders' meeting as representative of project coordinator – Universitatea din Craiova: plenary sessions, financial management workshops, helpdesk with the project officer and with the representatives of Erasmus+ National Offices from Ukraine and Kazakhstan		

SIGNATURE OF THE PARTICIPANT**I hereby declare that I have been carrying out the above-mentioned activities.**

Date:.....

Signature:

