



## **TEMPUS - UNCHAIN**

### **Required Financial Documents Guideline**

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## Section 1- Invoice/Tender/offer/etc.

### Should Include:

- the project code : **JP 00241 2008**
- The name of the beneficiary university (e.g. Cairo University)
- The Logo and all the details of the company providing the service (e.g. registration code)
- Stamp of the company on all pages of the tender/invoice/offer
- The offer/tender/invoice should be exempt from taxes (VAT), customs and import duties, and it should include this sentence in the offer/tender/invoice (***the prices don't include any type of taxes, customs or import duties***). The grantholder will provide the partners with a certificate from the EU (Exemption from taxes certificate).
- All documents should be in English and computer written (French documents are acceptable but Arabic not)

## Section 2- Equipments

### The documents required for equipments are:

1. At least three offers for the same type of equipments from different three companies/providers
2. Please summarize the offers and compare them in the "Price comparison form" and justify the selected one which is normally the cheapest
3. Once the company is selected, plz ask the provider to deliver the equipment and get the invoices. The invoice should include exactly the same items as included in the offer and price comparison. (Plz consider the above mentioned issues in the invoice/Section 1)
4. Please add the delivered equipments in the university inventory list. The original/certified copy of the inventory list is required in the local language.



5. Please provide a translation together with the original inventory in case the inventory in Arabic language.
6. All these documents should be signed by the representative of the institution and the Dean/vice rector or rector.
7. All the documents should include the stamp of the institution
8. All the listed documents should be sent in original to the grant holder.

## **Section 3- Travel Cost**

### Required Documents

1. Original invoice of the flight ticket
2. The travel report including detailed information about the cost and activities of the trip
3. Boarding pass of the two ways of the trip
4. To calculate the per diem, please count only the number of nights abroad and calculate the cost according to the following table.
5. Send all the originals to the grantholder

The following **maxima in euro** apply per person:

Duration	Costs of stay for international mobility
1 day	150
2 days	292
3 days	434
4 days	576
5 days	718

6 days	860
1 week	1.000
2 weeks	1.600
3 weeks	2.100
4 weeks	2.500
Additional weeks	300

Where the stay falls in between the week durations indicated in the table, the upper limit will be calculated as follows:

The figure for the shorter duration is subtracted from the figure for the longer duration. The resulting figure divided by 7 gives the daily allowance for each day beyond the duration of the shorter stay.

For example: For an international mobility of 17 days: (3 weeks) 2.100 – (2 weeks) 1.600 = 500. Divided by 7 = 71,43. The costs of stay can be 1.600 + (3\*71,43) = € 1814,29 maximum

Except in the case of a **national law** to the contrary, consortium institutions should not suspend payment of the normal salaries of their staff during any travel in the framework of the Tempus project.



## Section 4- Printing & Publishing Cost

- If the amount to be claimed from the project is higher than 1000 Euro then you need to have three offers in addition to the invoice which you need in any case.
- The invoice should follow the regulations of Section 1.
- Send the original invoice to the grant holder
- Please get the approval of the contents of any publications from the grantholder before printing

## Section 5- Staff Cost

- You have to fill out the staff convention
- Please write enough details about the activities that have been carried out
- Please make different staff conventions for different activities for the same person (one academic, one research, etc. ). For example, if Mr X carried out 100 research hours and 50 management hours, then he should sign two staff conventions with two different salary rates. One indicates the 100 research hours and the salary. The other staff convention includes the 50 management hours and the corresponding salary.
- Sign the staff convention from both service provider and the head of the institution
- The staff convention should be stamped from the institution

## Section 6 – Other Cost

Language courses or external translation cost

Original invoice signed and stamped by the company, representative of the partner institution and stamped from the university. Please consider all rules under section 1.



## **Section 7 – Indirect Cost (Overhead)**

- Include stationary costs, general photocopy, office supplies, postage and telecommunication costs directly related to the project.
- Maximum 7% of the total cost
- No invoices are required only a letter to the grantholder signed and stamped by the representative of the partner institution indicating the amount and type of costs occurred.

## **Section 8 – Co-Financing**

- 5% of the total budget.
- Any type of costs as indicated under sections 2, 3, 4, 5, and 6.
- The same documents are required for the co-financing