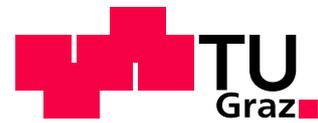
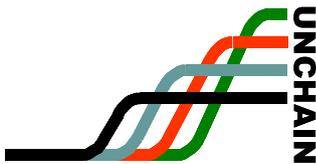




Institute for Process- and Particle Engineering



Graz University of Technology

Sibylle Braunegg

Inffeldgasse 21 b

A-8010 Graz

Tel. +43(0)316 873-7467

Fax. +43(0)316 873-107467

s.braunegg@tugraz.at

<http://ipe.tugraz.at>

DVR: 008 1833

UID: ATU 574 77 929

Graz, March 24th 2009

Dear Partners in the UNCHAIN project.

Hans and Galal as well as myself have been attending the **TEMPUS grant holders conference** last week.

We got 2 days of instructions on the reporting for the project.

Even if it is impossible to lay down all the information that we got during two days in this letter, I will try to report to you the most important messages on the financial side.

Do not hesitate to contact me or Hans or Hani with any questions you may still have. If they are of general interest, we may direct our answers to all of you.

The good news is, reporting may get a little easier, the bad news is, we don't know yet.

General:

The Directorate General Education (DG) hands over the administration of all TEMPUS projects to an Executive Agency on April 1st. Until this Agency is in place, we don't know who will be the responsible officer for our TEMPUS project.

And the DG announces that it will revise certain report documents, and maybe eliminate some of them. Also, the DG will put new information about the financial management on the homepage of the TEMPUS program, as well as the ppt-presentations that we have seen during those 2 days (they are not there as yet).

Interim financial reports

TU Graz will ask for **interim financial reports** including the copies of your bills, invoices, additional documents...from all of you every 6 months of project lifetime. In this way, the number of documents you deliver will not be too big, and we will be able to check and correct eventual misunderstandings without being put under too much stress. The first of this interim reports will be **due End of July 2009**.

You will receive via airmail from us templates and folders to sort all documents to make life easier for us. We will check these documents thoroughly and give you feed-back on eligibility and eventual mistakes.

The **first official interim report** for the commission (or rather for the newly generated Executive Agency) will only be due after half of the project's lifetime. (This is different from previous TEMPUS projects: there used to be a first report after a few months, but the Commission has abolished that one). Deadline: **July 30, 2010** in Graz.

OR. The **first official interim report:** After we have used-up 70 % of the first instalment of 60%.

Therefore the interim reports to me are so important, because then I can calculate, how much the whole project has spent and demand the next instalment in due time.

What is new (at least to me)

Travel cost:

Taxi bills are acceptable, for the actual travel. (e.g. You travel from Cairo to Graz, the taxi bills to Cairo airport, and from Graz airport to hotel are acceptable, **not** the taxi, if you go visit some other place during your stay in Graz this falls under the per diem). All means of transport for the travel between your home and your destination and back is acceptable, **NOT** any taxi used to move around the city of destination. You always need a receipt. Even if the taxi driver says, he cannot issue a receipt, you must insist. It is best to mention that you need a receipt even before you hire the taxi.

VISA:

Travel costs are eligible to travel to the embassy if the embassy is in a different city (train tickets), even if you have to stay overnight: perdiems, hotel invoice, are acceptable. If the embassy requires you to buy a travel insurance, this is also eligible expense.

The visa itself is an eligible expense. If you do not get a receipt for that, a copy of the passport visa page is ok.

Insurance

Travel and cancellation insurances are acceptable.

Per diems

Cover the hotel, all meals, all taxis and public transport during your stay. If you have a very short travel of a few hours only, it would be wise to charge e.g. only half a per diem. Otherwise, count the days you are away.

Boarding Passes

are obligatory. Don't lose them, always attach them to the travel cost statement. The boarding passes are proof of the travel has actually taken place.

E-tickets:

Etickets don't bear a price any more, so for showing the price of the ticket the invoice from the travel agent will be necessary, or any other document showing the price, and that this price has actually been paid. (bank slip, credit card statement..).

Equipment:

Please follow the instructions for purchasing equipment as laid out by Hani.

I would like to stress once more, that you cannot charge:

Furniture

Alterations to the building

These costs must be paid by your university and cannot be part of the co-financing (because they are not eligible costs...)

A side remark to **EQUIPMENT**: Ask your local Tempus Office for TEMPUS stickers.

Put one big sticker on your door, or outside of your office, and put a small Tempus sticker onto every piece of equipment you purchase. Be generous with TEMPUS stickers, the Commission wants to see them, when they come for a visit (yes they may send a representative for a field monitoring).

Co-financing:

ONLY eligible costs can fall under the co-financing. (So to continue from above: the painting of the Chair's office is not eligible, so it is not even eligible under co-financing).

The same supporting documents are needed for co-financing items, as for the other items.

All the best to all of you,



Sibylle

PS

I presented Polimi's wiki to the plenum, and we got much applause for that tool, which impressed not only the officials but many colleagues.