

GENERAL INSTRUCTIONS - CBHE 2018 - 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 2018 - 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.
- "Use of 1st & 2nd Pre-fin", 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 – 2-3-6. Travel costs&CoS&EC – 4. Equipment Costs – 5. Subcontracting Costs; 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)
- To export data to an unprotected workbook, click on "EXPORT DATA"

● **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 "Use of 1st Pre-fin & 2nd Pre-fin" 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")
- Role Code - (to be chosen via a "drop down menu"). If affiliated entities have been foreseen in the Grant Agreement (Annex IV) and if expenses have to be declared for those entities, please select the code Aff. Partner P5 if the Partner is an affiliated entity of Partner 5 (as for example).
- 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

USE OF 1ST PREFIN & 2ND PREFIN

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 B82).

Please note that the eligibility of the costs incurred (Excel file) will be assessed at Final Reporting stage (artt. 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.
- Activity N° (to be encoded)
- 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 and the cell in column O of the respective line of expenses will be coloured in orange.
- The total amount for staff costs is calculated automatically in column O. (number of days x unit cost)

2-3-6. TRAVEL COSTS&CoS&EC

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)
- Category of Person (to be chosen only via a "drop down menu")
- Type of Activity (to be chosen only via a "drop down menu" - drop down menu contextual to "Category of Person")
- Activity N° (to be encoded)
- 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 or if the number of days declared is higher than 90 days, the calculation of unit costs will be automatically limited to 90 days or to the total calendar day's period declared and the cell in column U of the respective line of expenses will be coloured in orange.

- 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 T, U and V.

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/>

6. EXCEPTIONAL COSTS

- Exceptional travel costs have to be encoded in the sheet "2-3-6. Travel Costs&CoS&EC" and can be claimed only if there is an agreed budget under such budget heading.
- In each individual line of expenses, the Unit Cost will be replaced by 80% of the Actual Costs only if you confirm the replacement of the Unit Costs by the Actual costs (by selecting "Yes" in the column S of each travel and only if the Unit Costs cover less than 65% of the Actual Costs. In this case, the Travel Costs calculated in column T will be automatically replaced by 80% of the Actual Travel Costs.

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	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP	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	0.00	0.00
2. Travel Costs	0.00	0.00
3. Costs of Stay	0.00	0.00
4. Equipment Costs	0.00	0.00
5. Subcontracting Costs	0.00	0.00
6. Exceptional Costs	0.00	0.00
Total Grant requested from the European Union	0.00	0.00

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)

Partner N°	Name of Partner	Country	Role Code	Programme Country / Partner Country	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total (in EUR)
P1					-	-	-	-	-	-	-
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 (in EUR)					-	-	-	-	-	-	-

REQUEST FOR PAYMENT

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

IBAN

 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	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
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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	0.00	0.00
2. Travel Costs	0.00	0.00
3. Costs of Stay	0.00	0.00
4. Equipment Costs	0.00	0.00
5. Subcontracting Costs	0.00	0.00
6. Exceptional Costs	0.00	0.00
Total Grant requested from the European Union	0.00	0.00

Amount of 1st Prefinancing (in EUR)	0.00
% Used on 1st Prefinancing	0.00%
Eligible for 2nd Prefinancing	NO
Amount of 2nd Prefinancing (in EUR)	0.00

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

Partner N°	Name of Partner	Country	Role Code	Programme Country / Partner Country	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total (in EUR)
P1					-	-	-	-	-	-	-
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 (in EUR)					-	-	-	-	-	-	-

REQUEST FOR THE SECOND PRE-FINANCING

6 I hereby do request the payment of the 2nd prefinancing

IBAN
To encode in the final financial statement sheet

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 Staff Costs (in EUR)		0.00													
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of Staff Member	Staff category	Activity N° (ex: WP2, Activity 2.3)	Short description of tasks and Results Achieved	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
												0	0.00	0.00	Error

2-3-6. Travel Costs & Costs of Stay (Including Exceptional Travel Costs if applicable)

2-3-6. Travel Costs & Costs of Stay (Including Exceptional Travel Costs if applicable)														EXCEPTIONAL TRAVEL COSTS		Remarks: - Exceptional travel costs can be claimed only if there is an agreed budget under such budget heading. - The Unit Cost will be replaced by 80% of the Actual Costs only if you confirm the replacement of the Unit Costs by the Actual costs (by selecting "Yes" in the column 8 and only if the Unit Costs cover less than 80% of the Actual Costs. In this case, the Travel Costs calculated in column 7 will be automatically replaced by 80% of the Actual Travel Costs.						
Work Package	Partner N°	Name of Partner (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (to encode in the final financial statement sheet)	Supporting Document Ref.	Name of the Person travelling	Category of Person	Type of Activity (main activity)	Activity N° (ex: WP2, Activity 2.3)	City and Country of Departure	City and Country of Destination	Departure Date (dd/mm/yyyy)	Return Date (dd/mm/yyyy)	Number of days for Costs of Stay	Travel Distance (In KM)	Unit Cost according to KM indicated (in EUR)	If exceptional costs are claimed, please indicate Actual Travel Costs (in EUR)	Confirm request for exceptional costs ?	Travel Costs Calculated (in EUR)	Costs of Stay Calculated (in EUR)	Total calculated (in EUR)	Check Data Encoding
Total Travel Costs - Unit Costs (in EUR)														0.00								
Total Travel Costs - Exceptional Costs (in EUR)														0.00								
Total Costs of Stay (in EUR)														0.00								
														0	0	0.00	0.00	No	0.00	#VALUE!	0.00	Error

4. Equipment Costs

Total Equipment Costs (in EUR)		0.00												
Work Package	Partner N°	Name of Partner benefitting from the equipment (to encode in the final financial statement sheet)	Country (to encode in the final financial statement sheet)	Role Code (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

Total Subcontracting Costs (in 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)	Role Code (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 Co-financing (in 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)	Role Code (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, subcontracting costs

** 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			6. Exceptional Costs			Total (in EUR)
	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	
Preparation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Quality Plan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dissemination & Exploitation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total (in EUR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Budget Breakdown by Programme or Partner Countries / Budget Headings																			
Programme Country / Partner Country	1. Staff Costs			2. Travel Costs			3. Costs of Stay			4. Equipment Costs			5. Subcontracting Costs			6. Exceptional Costs			Total (in EUR)
	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	Coord	Partner	Aff. Partner	
Programme Countries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Partner Countries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total (in EUR)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Budget Breakdown by Partner / Work Package									
Partner N°	Role Code	Country	Preparation	Development	Quality Plan	Dissemination & Exploitation	Management	Total (in EUR)	
P1			-	-	-	-	-	-	-
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 (in EUR)			-	-	-	-	-	-	-

Budget Breakdown by Partner / Category of Staff											
Partner N°	Role Code	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		-	-	-	-	-	-	-	-	-	-
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 (in EUR)		-	-	-	-	-	-	-	-	-	-

Budget Breakdown by Partner / Travel Costs & Costs of Stay											
Partner N°	Role Code	Staff			Student			Total Travel Costs (in EUR)	Total Exceptional Costs (in EUR)	Total Costs of Stay (in EUR)	Total (in EUR)
		Travel Costs (in EUR)	Exceptional Costs (in EUR)	Costs of Stay (in EUR)	Travel Costs (in EUR)	Exceptional Costs (in EUR)	Costs of Stay (in EUR)				
P1		-	-	-	-	-	-	-	-	-	-
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 (in EUR)		-	-	-	-	-	-	-	-	-	-