

# VALUE Network

## Financial Guidelines - Grant Payment and Reporting

### 1. Method of Grant Payment

The EC will pay the grant to the Contractor (the University of Liverpool) as follows:

- 40% at project start
- 40% after acceptance of a progress report (due March 2010)
- 20% after acceptance of the final report

The Contractor will pass on grants to partners on the basis of the same percentages and the same timings subject to the partners' satisfactory delivery of activities and reports.

The Contractor will transfer the initial 40% payment to VALUE partners as soon as it receives the 1<sup>st</sup> grant from the EC. Partners should use this to support early project costs (including travel/subsistence, staff costs). Subsequent payments to partners (the following 40/20 %) may be reduced to reflect any shortfall in activities /outputs in earlier phases.

Partners must account for the grant paid to them by reporting expenditure (related to both staff time and other direct costs) on the VALUE forms supplied. The reported expenditure must be in line with the budgeted eligible expenditure detailed in partner contracts.

*Please note that:*

- *All expenses must conform to the regulations within the EC Financial Handbook (Annex 3 to the Partner agreement)*
- *All expenditure MUST be reported on the relevant VALUE project financial forms and original copies of all receipts MUST be attached.*

### 2. **Travel and subsistence:**

Travel and subsistence can only be reported if partners attend the meeting.

#### I. Travel

Travel reports should be submitted to the Contractor. They should be sent by post together with:

- Original Invoices
- Original boarding passes/train tickets

Photocopies are not acceptable to the EC and the report cannot be accepted unless accompanied by originals. Reports and accompanying evidence should be sent to the Contractor **within 1 month** of the journey.

The EC requires that the cheapest means of travel (e.g. flights, public transport) must be purchased. There is also a maximum travel budget per meeting which should be adhered to as much as possible. (See Annex 1)

Travel arrangements that are:

- not directly to-from home -meeting venue
- are above the maximum budget (see Annex 1)
- are not straightforward for any other reason

should be discussed with the Contractor before the booking is made. Where agreed, reasons for non-routine journeys should be explained on the report form and documentary evidence to support the action should be supplied (e.g. copies of internet pages showing the comparable flight costs for the days in question).

## II. Subsistence

Subsistence is reimbursed by way of a per diem allowance which is based on the country of stay. The number of days claimed must correspond to the agreed allowance for the event and to the dates of travel on the travel tickets

The full per diem allowance is only payable when an overnight stay is involved. The EU rates for the country where the meeting is held must be used

The per diem rate is to cover hotel accommodation, meal costs and any local travel between accommodation and the meeting venue. *Please note* you do NOT have to provide evidence of this expenditure to VALUE so you do NOT need to send copies of hotel, meal, local transport receipts to the Contractor. However they must be kept in your organisation to prove expenditure if required by the EC.

The per diem relates to each 24 hour period calculated from the start of the outgoing journey to the end of the return journey (to the point of origin). The contractor may instruct that per diem reports are reduced to reflect the provision of meals and refreshments by a host organisation.

Per diem allowances are reported on the travel form.

See also Annex 1 for further information.

## 3. Staff costs

Staff costs have been budgeted on the basis of a daily rate. The daily rate is subject to a maximum based on figures supplied by partners and in line with the maximum rates set by the EC. A partner's total staff budget reflects the number of days contributed to the project. This can vary from partner to partner.

Staff time must be accounted for on a time sheet and summary report which must be submitted to the Contractor at the end of each project year – that is:

- by 30 September 2009 (Year 1)
- by 30 September 2010 (Year 2)
- by 30 September 2011 (Year 3)

Real salary costs must be reported and the daily rate must be evidenced by a salary certificate from the partner's organisation.

If more than one person from a single partner organisations carries out work for VALUE (eg attends a meeting on behalf of the named representative), the timesheet/report should reflect this and 2 salary certificates should be submitted.

#### **4. Other costs – Room and Equipment hire:**

The hosts of meetings (management group/sub-group) can claim:

- room hire costs up to a maximum of 150 Euro per meeting (room and equipment hire).
- up to 20 Euro per person attending for meals/refreshments (to be deducted from per diem payments).

These costs are additional/central costs and are not included in partners' block grant payment. They should be claimed on the 'other costs' form **no later than one month** after the meeting. Costs should to be actual costs incurred and evidence (invoices etc) should be supplied.

#### **5. Other costs - Translation**

Each partner will be expected to carry out some translation of materials. Where there are 2 partners from the same country this will be discussed and agreed in advance.

- Translation must be claimed on the relevant form.
- The budget is based on €40 per page
- Translation work should be agreed in advance with the contractor

Translation costs are additional/central costs and are not included in partners' block grant payment. They should be claimed on the 'other costs' form within one month of the work being completed. Reported costs should to be actual costs incurred and evidence (invoices etc) should be supplied.

#### **6. Indirect costs (consumables, telephone, heating, cleaning, postage, photocopying etc)**

- No evidence of this expenditure is required
- The amount per partner is in line with the maximum allowed by the EC (approximately 6.9% of direct costs)
- The amount is indicated on partner contracts.

**Financial reports and claims should be sent to:**

**VALUE Network (Carol Stewart)  
CEPD, Centre for Lifelong Learning  
University of Liverpool  
150 Mt Pleasant  
Liverpool L69 3GR  
UK**

*cs-sept '08*

VALUE Network Meetings - Travel & Subsistence  
Budgeted travel costs and per diems

Meeting	Venue	Per Diem Rate (€)	Maximum Budgeted Travel (€)	Maximum No. Per Diem (€)
Network Meeting 1	UK	389	460	3
Management Group 1	UK	389	-	1
Management Group 2	PL	214	520	3
Network Meeting 2	SE	321	689	3
Management Group 3	SE	321	-	1
Resource Piloting Group 1	SE	321	-	1
Network Meeting 3	Not yet known	-	527	3
Management Group 4	Not yet known	-	-	1
Resource Piloting Group 2	Not yet known	-	-	1
Management Group 5	IT	314	450	3
Network Meeting 4 (conference)	TR	208	675	3
Management Group 6	TR	208	-	1
Management Group 7	UK	389	450	3
Sub-group A	NL	307	2	476
Sub-group B	AT	297	2	510
Sub-group C	ES	285	2	479
Sub-group D	BE	279	2	475