

FREQUENTLY APPEARING SHORTCOMINGS IN THE PARTNER REPORTS

February 2019

GENERAL REMINDER:

- please make sure that you have read and followed the eligibility rules for the budget lines in the Programme Manual.
- The supporting documents must be uploaded as indicated in the guidelines for submitting the reports in eMS: <https://estlat.eu/en/for-projects/reporting>.

REPORTING STATE AID: please make sure you follow the application form and state aid rules when reporting the expenditure related to the state aid and *de minimis* aid. The staff costs related to the project management and marketing are not eligible under some of the articles of the GBER (e.g. art. 25 and 55). The activities and expenditure cannot be reported both from *de minimis* and state aid.

STAFF COSTS:

- Please do not mix the different methods when calculating the staff costs. Stick by the one chosen method and refer to the concrete point in the Manual.
- Descriptions of the tasks in the project must be always included.
- Correct documents like employment contracts, appointment decisions, tasks and time-share working on the project, payslips, timesheets etc. must be always included.

TRAVEL AND ACCOMMODATION COSTS:

- Business trip orders/reports (reflecting the reimbursement of costs, daily allowance rate) must be included.
- National limits for the accommodation and per diems must be followed
- If the partner organisation has reimbursed the costs in euros, the costs in the reports must also be reported in euros.
- Correct currency rate must be used (point 7.5 in the programme manual).
- Correct route sheets (and registration certificate) must be included.
- Dates of the business trip and dates of expenditure must match; ineligible expenditure should not be included in the report.
- Car insurance – proportionate share can be reported. Business trip duration is minimum 1 day.

EXTERNAL EXPERTISE AND SERVICES COSTS:

- Contract laying down the works/infrastructure to be provided, with clear reference to the project and the programme. This must be followed also in case of procurements.
- Please make sure that you follow the prices of the price offer when contracting the service providers. The sum cannot be bigger in the contract.
- The visibility guidelines must be followed.

EQUIPMENT:

- The purchased equipment must be marked with the logo.

INFRASTRUCTURE AND WORKS:

- Please take photos of the construction object(s) in a way that the reference to the programme is visible.