

Implementation seminar- 3rd call

Budget lines

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Budget lines

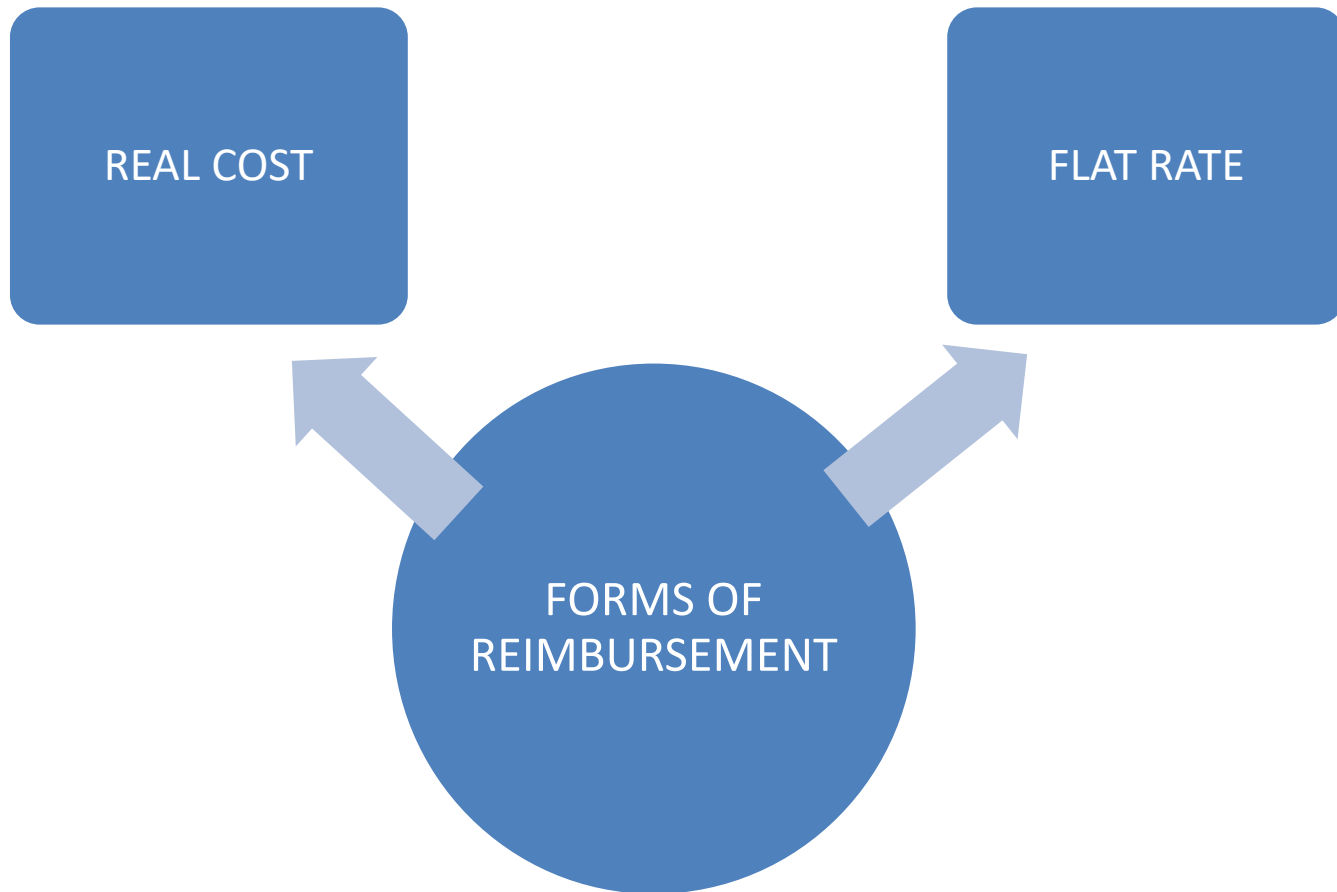
- BL1: Staff cost
- BL2: Office and administrative costs
- BL3: Travel and accommodation costs
- BL4: External expertise and services costs
- BL5: Equipment expenditure

BL1: staff cost

- Eligible costs under this budget line are:
 - I. Salary payments related to the activities which the beneficiary would not carry out if the operation concerned was not undertaken
 - II. Any other costs directly linked to salary payments incurred and paid by the employer

Payment to natural persons working for the beneficiary under a contract other than an employment /work contract may be reported as staff costs under certain conditions

BL1: staff cost: Reimbursement forms



BL1: staff cost – Real cost calculation (i)

- **Full-time assignment on the project:**

Staff costs = *total gross employment cost*.

- **Part-time assignment on the project:**

(a) Fixed % of time on the project per month.

Calculation method:

Staff costs = *fixed % of gross employment cost*.



Requested documentation:

- Document setting out the % of time on the project;
- No time registration required.

BL1: staff cost – Real cost calculation (ii)

(b) flexible number of hours worked **per month**.

Calculation method:

Hourly rate = *latest documented annual gross employment cost / 1720*
(*standard annual working time fixed by EU reg. N. 481/2014*)

Staff costs = hourly rate-per number of hours worked on the project per month ;



Requested document:

Time registration covering 100% working time.

- **Contract on an hourly basis:**

Hourly rate = *fixed in the employment document.*

Staff costs = *hourly rate x number of hours worked on the project;*



Requested document:

Time registration covering 100% working time.

BL1: staff cost: Real cost

DOCUMENTS				
	FULL TIME	PART TIME		Hourly rate set in the contract
		FIXED %	1720 hours/year	
Employment /work contract	YES	YES	YES	YES
Job description	YES	YES	YES	YES
Payslips	YES	YES	YES	YES
Data from time registration system	NO	NO	YES	YES
Proof of payment	YES	YES	YES	YES
Periodic staff report	YES	YES	NO	NO
Calculation of the hourly rate	NO	NO	YES	(YES)
Document setting the % of time worked (if not specified in the contract)	NO	YES	NO	NO
Monthly calculation per each reporting period	NO	YES	YES	YES
Proof of the latest annual gross employment cost	NO	NO	{YES}	(YES)

BL1: staff cost: Flat rate

20%
of
directs
costs

- No documentation required*
- At least one employee involved in the project to be demonstrated: a self – declaration issued by the beneficiary's legal representative

*a report with a summary description of the tasks carried out and the outputs achieved in the project reporting period is required.

BL2: Office and Administration expenditure : Flat rate

10%
of staff
cost

- No documentation required

BL3: Travel and accommodation costs

- General principles of eligibility:
 - Beneficiaries must always choose the most economical modes of transport otherwise it must be duly justified in each case
 - Accommodation costs should be in the middle price range
 - The duration of the mission must be clearly in line with its purpose
 - Any expenditure covered by a daily allowance cannot be accounted for and reimbursement in addition to the daily allowance.

BL3: Travel and accommodation costs-audit trail

Mission authorisation

Proof of costs and mission

Reimbursement
request

Mileage calculation if
an employee or
company car is used

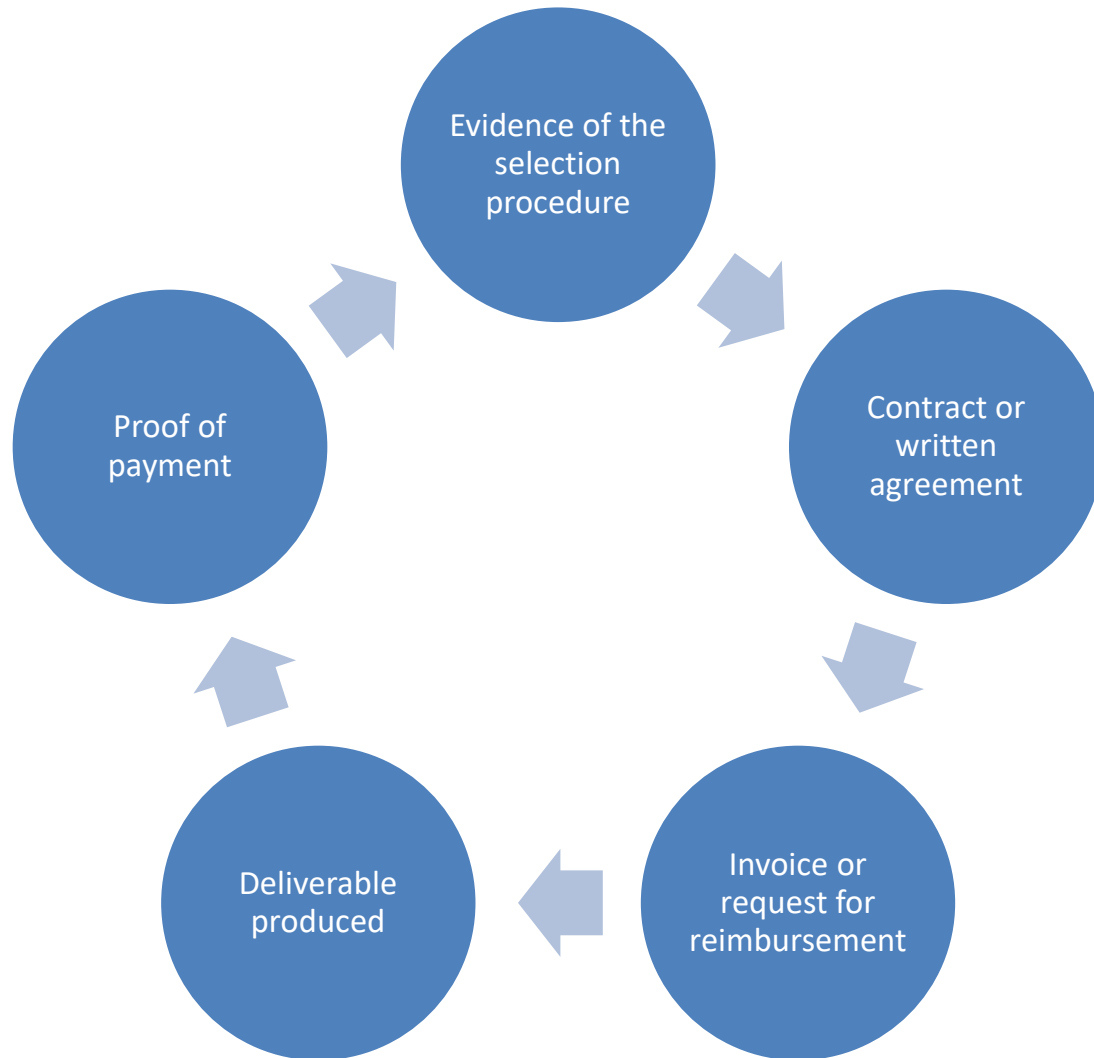
Event's supporting
documents

Proof of payment

BL4: External expertise and services costs

- Eligibility requirement:
 - Project costs referring to tasks sub-contracted by the beneficiary to in-house bodies are eligible under external expertise and service budget line on condition that the following is met:
 - Costs incurred by the in-house body are charged on a real costs basis without any profit margin;
 - The sub-contracting to the in-house body of project related tasks complies with national and institutional public procurement provisions in force.

BL4: External expertise and services costs - audit trail



BL5: Equipment expenditure

- Eligible cost items under this budget line are:
 - Office equipment;
 - IT hardware and software;
 - Furniture and fittings;
 - Laboratory equipment;
 - Machines and instruments,
 - Tools or devices;
 - Vehicles;
 - Other specific equipment needed for the project.

BL5: Equipment expenditure

In order to be eligible, equipment must comply with the following principles:

- It is not financed from any other financial instrument (e.g. EU, national, international);
- It was not fully depreciated at the time of project start;
- It is not included under any other budget line;
- It was not purchased by another PP;
- It is incurred during the eligible project duration (e.g. for equipment that was purchased before the project start and not fully depreciated before and used for the project purposes, only the depreciation for the relevant project period is eligible);
- It is purchased respecting the relevant public procurement procedures;
- It is essential for the project and its features and functions are in line with the project needs;
- it must comply with the visibility rules.

BL5: Equipment expenditure

Two categories of equipment:

- Equipment for general office use as computers, office furniture, printers, cameras, etc. upon condition that it is for the exclusive use for the project and it can be demonstrated. (When the exclusive use for project purposes and activities cannot be demonstrated, such costs are deemed to be covered under the office and administration budget line.)

The full cost of equipment is only eligible when the following conditions are satisfied:

- Equipment item is exclusively used for the project implementation;
and
 - The depreciation period is shorter than the time lap between the purchase of the equipment and the end of the project;
Or
 - Equipment item is not depreciable (e.g. low value asset) according to the national legislation of the concerned partner.
- Equipment considered as **thematic and functional** to the implementation of pilot actions (small scale investments and demonstration projects). It can be a tool or a device that remains in use by the partnership after the completion of the project. Thematic and functional equipment are reimbursed in full.

Only for Thematic equipment depreciation rules do not apply

BL5: Equipment expenditure – audit trail

