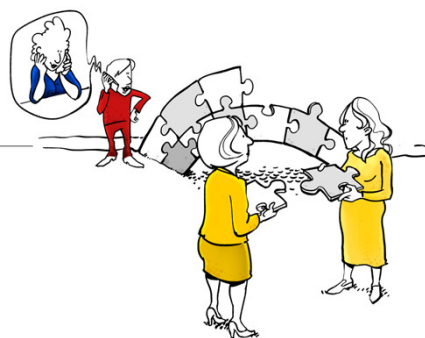


Project Implementation - Reporting of eligible expenditure

Interreg Finance Management Camp
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 @InteractEU

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Eligible expenditure

**Incurred and
paid**

**In the eligible
area**

**Within the
eligible period**

Reported in Euro

**Reported under
the correct
budget line**

**Justified by
supporting
documents**

Period of eligibility of expenditure

- EU rules concerning programme funds



- Programme rules

Different start/end dates for the eligibility of project expenditure between programmes.



Use of Euro

Art 28, ETC Reg.

(...) expenditure incurred in a currency other than the euro shall be converted into euro by the beneficiaries using the monthly accounting exchange rate of the Commission in the month during which that expenditure was either:


- Incurred
- Submitted for verification to MA or the controller
- Reported to the lead partner



Allocated under the correct budget line

Budget lines	1. Staff Costs
	2. Office and Administration
	3. Travel and Accommodation
	4. External Expertise and Services
	5. Equipment
	6. Infrastructure and Work


Matrix of Costs

- Guides on the allocation of eligible expenditure under different budget lines.
 - Supports the harmonization of approaches between programmes.
 - The Matrix of Costs is a “living” document.
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Justified by supporting documents

Evidence of expenditure incurred and paid must be provided.

Simplified cost options:

- flat rate – ‘paid’ when costs that form the basis for calculation are paid
 - standard scale of unit costs/ lump sums – no ‘paid expenditure’ in the usual sense
- 

Audit trail – Staff costs

Required documents depending on the reimbursement option	Real costs					20 % flat rate	SSUC
	Full time	Part time			Hourly rate set in the contract		
		Fixed %	1720 hours/year	Actual hours			
Employment/work contract	✓	✓	✓	✓	✓	✗	✓
Job description	✓	✓	✓	✓	✓	✗	✓
Payslips	✓	✓	✓	✓	✓	✗	✗
Data from time registration system	✗	✗	✓	✓	✓	✗	✓
Proof of payment	✓	✓	✓	✓	✓	✗	✗

Audit trail – Office and administration real costs (NOT flat rate)



Audit trail – Travel and accommodation real costs



Agenda



Proof of participation



Paid invoices



Daily allowance



Proof of payment

Audit trail – 3 budget lines

real costs

	External expertise and services	Equipment	Infrastructure and works
Selected offer / contract			
Invoices			
Proof of payment			
Evidence of work/ existence			
Calculation method, if necessary			

Expenditure and audit trail exercise

You are the Project Partner *Business Support and Innovation Centre* (P5):

- Allocate all expenditure to the correct budget line.
- List all supporting documents to complete the audit trail.

Write down both on the back of the invoice.



Cooperation works

All materials will be available on:

www.interact-eu.net

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