INTERACT

Project Implementation - Reporting of eligible expenditure

Interreg Finance Management Camp
14 – 17 November 2017 I Lille, France

Tsveta Aleksandrova, Interact Programme

European Regional Development Fund

Eligible expenditure

INTERACT

Incurred and paid	In the eligible area
Within the eligible period	Reported in Euro
Reported under the correct budget line	Justified by supporting documents

INTERact 🇪🇺

Period of eligibility of expenditure

- EU rules concerning programme funds

|————————————————————————————|

1 January 2014   31 December 2023

- Programme rules

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

INTERact 🇪🇺

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

INTERACT

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 Cost

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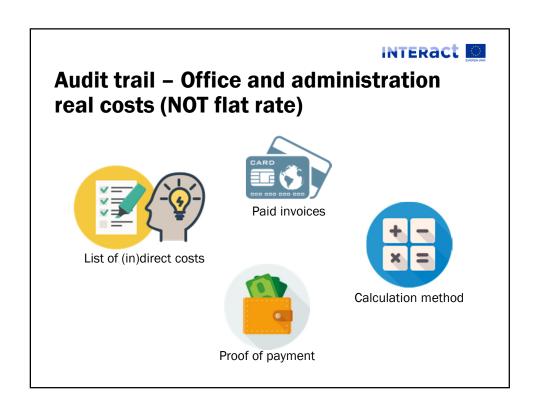- The Matrix of Costs is a living document.

INTERACT

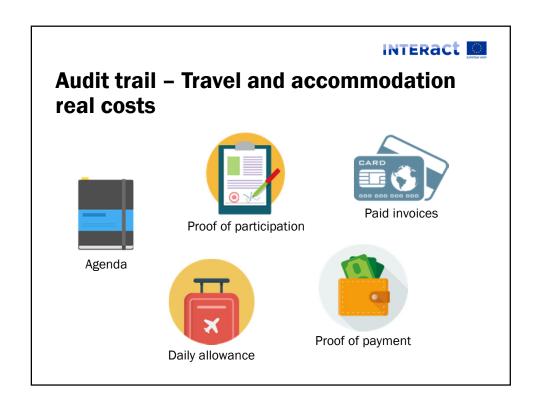# Justified by supporting documents

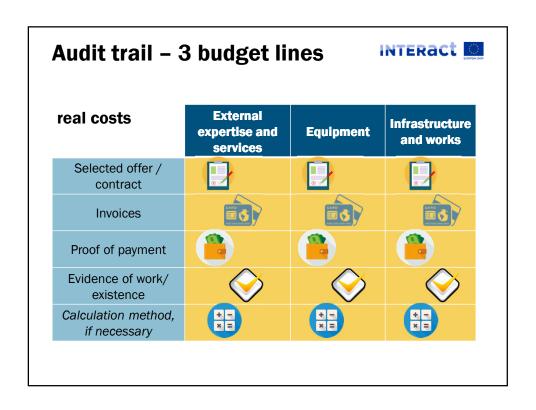**Evidence of expenditure incurred and paid must be provided.**

Simplified cost options:

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

Audit trail – Staff costs

INTERACT

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	✓	✓	✓	✓	✓	✗	✗

INTERACT

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

List of (in)direct costs

Paid invoices

Proof of payment

Calculation method

INTERact 🇪🇺 EUROPEAN UNION

Audit trail – Travel and accommodation real costs

Proof of participation

Paid invoices

Agenda

Daily allowance

Proof of payment

INTERact 🇪🇺 EUROPEAN UNION

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			

INTERACT 🇪🇺

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.

INTERACT 🇪🇺

Cooperation works

All materials will be available on:

www.interact-eu.net

European Regional Development Fund