

# HENRE 2

## Finances and Expenses

October 2005 – September 2008

Filename: HENRE 2 Finances and Expenses 2005-08 v01

# Contents

---



- HENRE 2 Financial Award
- Results of Reduced Funding
- Expenses
  - Funding Principles
  - Submissions process
  - Eligible and ineligible
  - Guidelines
  - What is a certified copy?
- Annex 1: Maximum Daily Subsistence

# HENRE 2 Financial Award



Original Bid submitted on March 2005

- St Martin's College submitted a bid in March 2005 for financial support for the HENRE 2 network. The financial proposal was based on 1 AGM and 2 subgroup meetings per year for 66 partners including St Martin's College.
- The Budget requested for expenditure was as follows:

– Staffing	€702,995
– Travel and Subsistence	€894,565
– Equipment	€0
– Subcontracting	€0
– Other Costs	€17,465
– General Costs	€80,000
– <b>Total</b>	<b>€1.695,025</b>
- We requested €830,000 of grant award which is 48.97% of the overall budget.

# HENRE 2 Financial Award



## Approved Budget and Award

- The Actual Approved Budget that the European Commission allocated to the programme is as follows:

– Staffing	€484,224
– Travel and Subsistence	€670,923
– Equipment	€0
– Subcontracting	€0
– Other Costs	€17,465
– General Costs	€80,000
– Total	€1.252,612
- Of this amount we have been awarded €396,012 of grant award which is 31.61% of the overall budget.

# HENRE 2 Financial Award



## Annual Budget

- Based on the Actual Approved Budget the funding can be divided annually into three equal years:

– Staffing	€161,408
– Travel and Subsistence	€226,796
– Equipment	€0
– Subcontracting	€0
– Other Costs	€5,822
– General Costs	€26,667
– Total	€420,693
- The annual grant available in relation to this total is €132,004.
- Given that the aim of the Network is to increase in size over 3 years we would suggest that we will be spending less in year one and more in the final year.

# Results of reduced funding



- Due to the reduction in funds Travel and Subsistence can only be refunded at 30% for all meetings.
- We can no longer fully fund any of the costs previously awarded as 100% grant. For example:

Hosting costs (all delegates must pay their own costs, no financial outlay is expected by hosts on behalf of delegates)

Management Group members

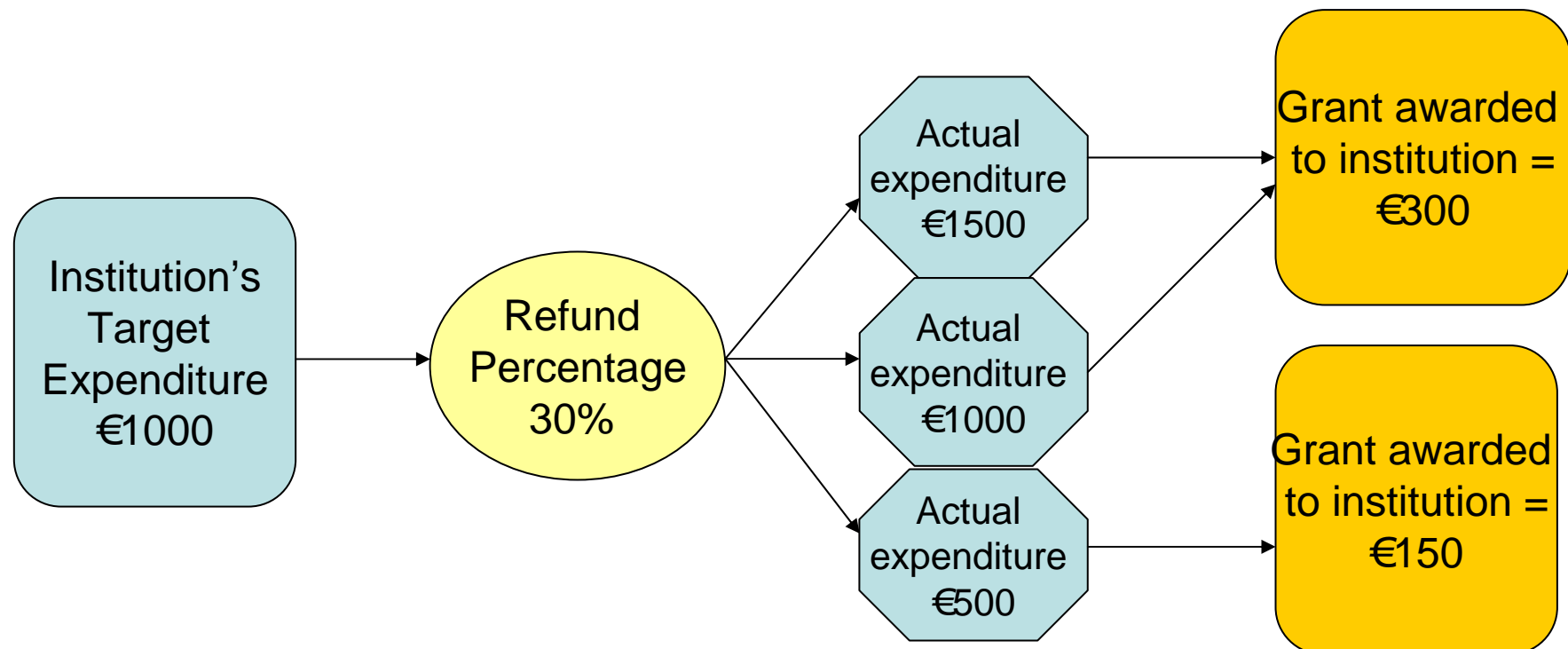
Subgroup Leaders

- There will also be fewer meetings each year and propose that we have one AGM and one further subgroup meeting rather than two. St Martin's college are writing to the Commission to modify the contract in relation to the financial support given.

# Funding Principles

- Your institution will receive a target expenditure.
- The target expenditure is tied to a percentage.
- To receive the full grant award the target expenditure has to be met.

Example:



# Expenses: Eligible and Ineligible

---



- The full list of eligible and ineligible costs are listed in the Administrative and Financial Handbook
- Your Travel claim and declaration of Staffing time should be submitted within 6 weeks of each meeting date.
- Your partner agreement will be sent to you shortly after the meeting. We cannot make any financial reimbursement until the partner agreement has been approved, signed and returned.

# Expenses: Guidelines



- Air travel:
  - To be used for journeys over 400km
  - “The most economical fares must be used. Several travel agencies should be contacted”.
  - “Apex or special fares must be used as far as possible”
  - Economy class only
  - When claiming you must send the original tickets or boarding passes (or certified copies)
- Rail travel
  - To be used for journeys up to 400km
  - When claiming, you must send the original rail tickets (or certified copies)

# Expenses: Guidelines

---



- Car mileage:
  - When claiming, you must submit a certificate from the rail company (or airline) stating how much the equivalent first class rail fare would be
- Accommodation
  - We ask the meeting host to identify a suitable hotel. The combined accommodation and catering must stay within the maximum daily subsistence levels in Annex 1.

# Expenses: What is a certified copy?



- A photocopy of a receipt or ticket that
  - bears the stamp of the institution
  - has the signature of someone other than the traveller
  - Bears the statement “this is a true copy”
- Note: where several pages of certified copies are submitted, every page must be certified
- Certified copies of receipts may be sent if your institution needs to keep the originals

- Please note: if your expense claim contains ineligible costs, if tickets and receipts are missing, or if copies are incorrectly certified, we cannot accept your claim or pay your refund until the errors have been rectified.

# ANNEX 1

## Maximum Daily Subsistence Levels

# Maximum Daily Subsistence



Country	Maximum in Euros	Country	Maximum in Euros
BE Belgium	150	IS Iceland	183
DK Denmark	179	LI Liechtenstein	174
DE Germany	127	NO Norway	171
GR Greece	113	BG Bulgaria	157
ES Spain	141	CZ Czech Republic	214
FR France	130	EE Estonia	129
IE Ireland	165	CY Cyprus	100
IT Italy	130	LV Latvia	174
LU Luxembourg	143	LT Lithuania	126
NL Netherlands	148	HU Hungary	136
AT Austria	122	MT Malta	86
PT Portugal	143	PL Poland	227
FI Finland	156	RO Romania	185
SE Sweden	157	SI Slovenia	148
UK United Kingdom	199	SK Slovakia	164
		TR Turkey	138

- ‘Subsistence’ includes all hotel accommodation, catering and refreshments, and any travel between the hotel and the meeting venue.
- If there is no overnight stay, the amounts are reduced by 50%.

# Publicity and Signage



- Any materials, signs, publicity, etc, should bear the Socrates/Erasmus logo (provided right), and, if appropriate, the words:
  - “HENRE 2 is a Thematic Network co-financed by the European Commission”

