



## **T8.4 Administrative and Financial Staff Training**

**Belgrade, 05.02.2020.**

### **1. Opening and welcome**

Milica Kaplarević, R-tech KG, Serbia, organizer

In total, 14 persons attended the training.

### **2. Project budget – general**

The general structure of the budget was explained with accompanying tables. General structure consists of: staff cost, travel cost, cost of stay, equipment cost and subcontracting cost. On the example of the existing total budget of the ImprESS project are shown and explained possible changes within the budget itself (10%). It is explained that there are two legislative regulations that must be followed. One is by the EU Commission, the other by Serbian legislation. For each individual cost, both regulations are clarified.

### **3. Staff cost**

Staff cost is described in detail. The number of working days on a monthly and annual basis was explained. As well as per diems paid depending on the contract and the role of staff. The time sheet records the activity that has been performed and in order to be eligible it must be consistent with the project results.

### **4. Travel cost**

The justification for travel expenses is described in detail. It was explained what is counted as travel expenses. How daily allowances are calculated based on mileage. The official link provided by the office for calculating mileage is shown, and based on what the payment is for the travel expenses. It was also explained that it would be highly desirable that some of the funds be borne by each institution as co-financing. In order for the costs to be eligible, all tickets and bills must be preserved.



## **5. Cost of Stay**

The justification for cost of stay expenses is described in detail. It is explained that the cost of the stay is paid from the daily allowances given when traveling. All daily allowances are shown in gross values. In order for the costs to be eligible, all tickets and bills must be preserved.

## **6. Equipment cost**

The procurement of equipment is unified and will be organized through tenders. Depending on the amount, either 3 bids or public procurement are required. In the case of the Impress project, public procurement is required. The procurement will be done by the coordinator, but for the exemption from VAT, each partner is responsible for submitting the request himself. The procedure is explained.

## **7. Subcontracting cost**

It was explained what costs can be justified by subcontracting. It was said that for all costs there must be some documentation to justify the costs, but that they do not have to be submitted in the final report.

## **8. Project supporting documents**

Each workshop participant received a time sheet for the official trip and was trained on how to fill it.

## **9. Question and answers**

The last part of the training was about discussion and question. A very productive discussion was conducted by all participants. Experiences were shared, suggestions were given on things to pay attention to, some concerns were resolved.