



CITI-VAL Project

Application n° 2016-1-FR01-KA204-023961

Procedure for the completion of timesheets

1. **CAUTION:** Partners are reminded that timesheets should be submitted monthly while financial documents must be returned on a quarterly basis.

2. FINANCIAL PERIODIC TERMS

- Q1 | Sept 2016 – Nov 2016
- Q2 | Dec 2016 – March 2017
- Q3 | April 2017 – July 2017
- Q4 | Aug 2017 – Oct 2017
- Q5 | Nov 2017 – Feb 2018
- Q6 | March 2018 – June 2018
- Q7 | July 2018 – August 2018

A scanned copy of signed timesheets should be submitted to contact@euro-cides.eu in the first instance with a copy sent to dominique.antony@cegetel.net . Original timesheets indicating staff costs incurred from the project should be retained, managed and stored by the partner for five years after the last payment. Please note, for those partners who are delayed in returning timesheets there will be a delayed payment of funds.

Country	Partner Payment Dates				
	20% advance December 2016	Second (25%) July 2017	Third (20%) February 2018	Fourth (15%) June 2018	Final (up to 20%) End 2018 / Early 2017
France	€ 8 700.00	€ 10 877 .00	€ 8 700.00	€ 6 526.00	€ 8 700.00
Germany	€ 5 447.00	€ 6 808.00	€ 5 447.00	€ 4 085.00	€ 5 447.00
Hungary	€ 5 069.00	€ 6 337.00	€ 5 069.00	€ 3 802.00	€ 5 069.00
Spain	€ 5 010.00	€ 6 264.00	€ 5 010.00	€ 3 758.00	€ 5 010.00
Turkey	€ 4 958.00	€ 6 199.00	€ 4 959.00	€ 3 719.00	€ 4 959.00



3. Monthly timesheet for STAFF INVOLVEMENT

Activities should be listed according to the work plan:

- IO1-IO4
- A1-A6

For example, work relating to the training plan or validation approaches will be listed as **IO2/A1**. See below...

	A	B	C	D	E	F	G	H	I	J	K	L	M
7													
8	Name	(staff name)								Month			
9													
10	Position									Total Days for month		2.5	
11													
12	Organisation												
13													
14	Week beginning:		Mon	Tue	Wed	Thur	Frid	Total Days		Week beginning:		Mon	Tue
15	<i>Example:</i>									Activity:			
16	<i>Project Management</i>		0.5					0.5		Activity:			
17	<i>Intellectual Outputs (IO3, A1)</i>			1	0.75		0.25	2		Activity:			
18	Activity:							0		Activity:			
19	Activity:							0		Activity:			
20	Total Hours		0.5	1	0.75	0	0.25	2.5		Total Hours		0	
21													
22													
23	Week beginning:		Mon	Tue	Wed	Thur	Frid	Total Days		Week beginning:		Mon	Tue
24	Activity:							0		Activity:			
25	Activity:							0		Activity:			
26	Activity:							0		Activity:			
27	Activity:							0		Activity:			
28	Activity:							0		Activity:			
29	Total Hours		0	0	0	0	0	0		Total Hours		0	

In your timesheets, work can and should be assigned to the following revenue streams to ensure the correct distribution of funds:

- Project management and implementation – payment of teachers, associated costs etc.
- Meetings – travel and subsistence for partners
- Intellectual Outputs – any work pertaining to
- Multiplier Events
- Travel (Learning/Teaching/Training) – for teachers’ travel to C1 & C2
- Individual Support – for teachers’ subsistence during C1 & C2



4. Timesheet for STAFF COSTS



ERASMUS+ / Strategic partnership
Intellectual output - Time sheet for staff costs



Project's reference number	CITI-VAL Project 2016-1-FR01-KA204-023961
Employer's country	
Employer	
SURNAME of the person	
Forename of the person	
Staff category	
Part time	
If yes, please indicate %	

Intellectual output reference	Activity period		Number of work days for the intellectual output during the period, in full-time equivalent	Applicable rate [cf. rates stated in the 2d tab]	Reported costs for the project	Description of activities and tasks carried out for the project
	Start of the period (dd/mm/yy)	End of the period (dd/mm/yy)				
IO 1 / IO 2					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	
					0,00 €	

TOTAL nb of days	0
TOTAL costs	0,00 €

Legal representative's SURNAME	
Forename	
Date	
Signature	
Stamp	

Could partners input their time on a day (1) /half day (0.5) /quarter day (0.25) basis.

5. Daily cost for STAFF (Teachers, Trainers, Researcher)

	Manager	Teacher/Trainer/ Researcher	Technician	Administrative staff
	Max. Amount per day in EURO			
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway				
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland		214		
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia		137		
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia former Yugoslav Republic of Macedonia, Turkey		74		