

Explanation of Eligible Expenditures

under our CESTRUCO Leonardo CZ/PP-134049 project

I have prepared an explanation based on Leonardo Administrative and Financial Manual. I intent to send to you the money at your announced account. The limits are in expenditure types see our Agreement between the partner and the contractor. I may send to you the ask amount by [obtaining the relevant evidence about the expenditure, which means in case of](#)

- [staff cost – the declaration of the work done and the used hours including hour salary.](#)

The personnel cost will be declared and checked as a lump cost based on the project results.

- [operational cost – information and communication technologies \(ICT\) cost – the copy of the bill.](#)

In the Leonardo Administrative and Financial Manual it is very clear in the III.2.4

1/

we may purchase an equipment (with depreciation rate, please only % of total are allowed, realistic is up to 50% of use and use till the end of project) - computer, printer

2/

we may buy under this paragraph a "small equipments" like ZIP drive atc. (with depreciation rate, please only % of total are allowed as above)

3/

diskettes, cartridges etc. belong to **overhead**

- [operational cost - travel cost – the copy of the tickets and the total amount of subsistence cost](#)

1/

the limits based on your national rules need to be fulfilled

2/

the limits based on Leonardo Administrative and Financial Manual need to be fulfilled, see Chapter III.2.3

- [operational cost - production cost – the copy of the bills](#)

The budget for production of the printed materials is located for each partner. The height is estimated based on the current price in Czech Republic (+ expected increase in three years), (150 pages, 500 copies; printing of about 500 CD ROMs). Project partners may produce the materials in Praha in case of difficulties.

- [operational cost - overhead – the partner declaration \(for the Interim and Final report\)](#)

Overhead will be declared as a lump cost.

- [subcontracting cost – the copy of the agreement, as defined in Administrative and financial handbook, chapter II.2.8, before the contract to be approved by our Czech Leonardo Office. The Approve I will announce to you. After finishing the work I will need your declaration of fulfilling the work and the bill.](#)

COPIES OF THE DOCUMENTS TO BE SENT TO PRAGUE

TRAVEL AND SUBSISTENCE COST

The original have to be for possible audit by the partner.

1. Travel costs

- ?? for train travel copy of the tickets
- ?? for air travel copy of the tickets, boarding passes, invoice of the price (if it is not clear from the tickets)
- ?? for travel in private vehicle copy of the statement from the rail company or airline confirming the train or air fare for the journey
the price of one ticket only for several people

[For the bills in national currency is necessary exchange rate.](#)

2. Subsistence cost

- ?? a lump - sum basis and may exceed neither the daily rate per person applied by the organisation to which the person travelling belongs nor the maximum daily rate per person (Austria - per day 122,- EURO)

STAFF (PERSONAL) COSTS

- ?? have to be calculated on the basis of the actual daily salary, multiplied by the number of days worked on the project
- ?? include all the usual contributions paid by the employer (social security contributions)
- ?? Maximum permitted amounts for a full-time day with all charges included for the category:
 - legislators, senior officials, managers ISCO 1
 - professionals, teachers, trainers ISCO 21 - 22 - 24, 23
 - technicians, associate professionals ISCO 3
 - clerks ISCO 4

Declaration of the working hours including hour salary according to the work which was done.

The asked community support needs to be only a part of the personal costs.

We need all asked expenses transfed from national currency to Euro and, if not included at the bill, we need to have a document with the current exchanged rate.