



UNIVERSITY OF BELGRADE

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Belgrade, 20 December, 2018
485-482/48-2017

Subject: Erasmus + KA2 project Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan Countries – HEPMP, 585927-2017, request for providing supporting documentation

Dear project partners,

Please accept warm regards from the University of Belgrade and congratulations to the successfully implemented project activities during the previous period.

Let me avail of this opportunity to write to you in order to additionally clarify the request for the provision of proper financial documentation.


I would like to kindly inform you that the University of Belgrade is required to subcontract external auditor for the costs incurred by the whole „Strengthening Capacities for Higher Education of Pain Medicine in Western Balkan Countries – HEPMP” project Consortium. The auditor will verify the expenditures indicated in the Final Financial Report by controlling of supporting documentation related to the costs incurred.

Having in mind the “Guidance Notes for the Report of Factual Findings on the Final Financial Report”, providing the financial supporting documents such as bank statements, salary slips, inventory register is relevant for the auditor's verification. Please note that the auditor will list costs as exceptions and will suggest donator (EACEA) to evaluate these costs as an ineligible, if documents listed in the enclosure of this letter are missing.

Finally, I would like to remind to you that the University of Belgrade dully signed Partnership Agreement with all project partners. According to the Partnership Agreement the beneficiaries are responsible for carrying out the project activities including financial management. Having in mind mentioned above, in case if any exceptions are listed in the auditor's Report of Factual Findings and evaluated as ineligible by the donator, each beneficiary will be responsible and charged for their irregular costs.

Thank you for your cooperation and understanding,

Best regards,


Prof. Dr. Nenad Znić
Vice-Rector for International Cooperation

Enclosed: List of necessary supporting documents

List of necessary supporting documents

The following list is not exhaustive and depends on national and/or internal regulations. The beneficiary should harmonize terms and conditions of Grant Agreement, Partnership Agreement with national legislation and internal regulation.

Each beneficiary is responsible for the sound financial management of the allocated E+ grant contribution and related own contribution for the project.

Budget heading: Staff costs

1. Fulfilled, signed and stamped Joint Declaration,
2. Fulfilled, signed and stamped Timesheet,
3. Certified copy of the working contract(s),
4. Certified copy(es) of the additional contract(s),
5. Certified copy of the salary slips,
6. Certified copy of the bank statement as a proof of payment for net amount, taxes and social contributions,
7. Certified copy of the calculation of costs,
8. Certified copy of the tax and social contribution document(s),
9. Tangible outputs/products.

Budget headings: Travel costs and Costs of Stay

1. Fulfilled and signed Individual Travel Report (ITR),
2. Certified copy of the working contract,
3. Certified copy of the mobility form, mobility order or other documents according to the institutional internal rules,
4. Certified copy of the travel ticket(s) invoice(s)
5. Certified copy of the accommodation(s) invoice(s),
6. Certified copy of the calculation of costs,
7. Copies of the boarding passes or copies of the passport pages with dates of departure and arrival,
8. Copy of the pay toll(s),
9. Certified copy(es) of the other invoices paid by traveler or institution,
10. Certified copy of the tax and social contribution document(s),
11. Certified copy of the bank statement and/or receipt(s) as a proof of payment(s) (travel costs, accommodation costs, daily allowances, travel insurance, etc.),
12. Agendas,
13. Attendance lists,
14. Tangible outputs/products,
15. Minutes of meetings.

Budget heading: Equipment

1. Certified copy of the procurement documentations (according to the Guidelines for the Use of the Grant and legal rules and national legislation):
 - When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers,
 - When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation,
2. Certified copy of the duly signed contract(s) between supplier and buyer,
3. Certified copy of the proforma invoice(s),
4. Certified copy of the official VAT exemption document(s),
5. Certified copy of the invoice(s),
6. Certified copy of the delivery note,
7. Certified copy of the notes from the equipment delivery,
8. Certified copy of the bank statement as a proof of payment,
9. Certified copy of the inventory card(s).

Budget heading: Subcontracting costs

1. Certified copy of the procurement documentations (according to the Guidelines for the Use of the Grant and national legislation):
 - When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers,
 - When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation,
2. Certified copy of the duly signed contract(s),
3. Certified copy of the proforma invoice(s),
4. Certified copy of the official VAT exemption document(s),
5. Certified copy of the invoice(s),
6. Certified copy of the bank statement as a proof of payment,
7. In the case of travel activities of subcontracted service provider, copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km,
8. Tangible outputs/products.