

Financial Document Checklist

This checklist was developed by dieBerater, one of the partners in the PACE consortium. It should be provided to all project partners in the very beginning of the project, so that they are all informed in time about the relevant documents they have to deliver.

- **Please be aware that documents, which are not in English (e.g. working contracts, payslips, bank transfers) should be accompanied by a short explanation text in English, so that a person from outside can understand the most important elements of the document!**
- **It is highly recommended to collect all supporting documents with the progress report.**
- **It is recommended not to deliver any partner payment before you have not received all the supporting documents. This term should be included in your partner agreement.**

Financial Document Checklist

Insert Project number/Grant Agreement number

Please ensure that you provide the following documents to your project coordinator in electronic (signed, stamped, scanned) form. These documents are necessary at both the **interim** and **final** reporting stage to prove eligibility of costs. Please use this check-list to help you and return it to us with your documents.

All documents may be forwarded to the European Commission for auditing purposes on request, but otherwise remain confidential and are not shared with any other third party.

- ☐ Method of calculation of the daily cost
- ☐ Statement about the internal policy on salaries
- ☐ Letter of secondment of the person to the project
- ☐ Signed Staff Cost Report Form (=time sheets) for each member of project staff
- ☐ Employment contract for each member of staff*
- ☐ Monthly or annual payslips for each member of project staff, documenting all social insurance contributions*
- ☐ Proof of payment (bank transfer) of salaries

Travel Costs

- ☐ Signed Travel and Subsistence Report Forms for each member of staff / each journey
- ☐ All receipts for travel
- ☐ All tickets / aircraft boarding passes
- ☐ All receipts for subsistence costs OR copy of your internal policy on daily per diem rates
- ☐ All hotel receipts
- ☐ Proof of payment (bank transfer) of travel costs by the organisation and /or the reimbursement to the person (also for reimbursement of "per diem")

Subcontracting, Equipment and Other Costs

- ☐ Subcontracting Costs: Copy of all quotes, subcontracts, and invoices(if relevant)*
- ☐ All invoices for Equipment and Other Costs
- ☐ Proof of payment (bank transfer) of Subcontracting, Equipment and Other Costs

* Please include / attach short explanations in English

Completed/...../..... **Signed**