

Claims Information Sheet 1:

How universities can claim for 'Travel Costs' and 'Costs of Stay' from the European Union

Background

- Each work package (WP) has money for Myanmar and European staff members to travel to MuEuCAP workshops in different universities
- The European Union will pay 'travel costs' and 'costs of stay' for this travel up to but not exceeding the limit listed in the budget
- These 'travel costs' and 'costs of stay' are not the actual costs but a theoretical cost as determined by the EU – normally these theoretical costs are more than the real costs
- If in doubt, the Project Coordinator, Dr Swen Renner can advise individual universities on the total of each WP fund for travel costs; he will also advise on how and where this money is to be spent
- **Claim forms are completed by the individual staff members but the claim itself is made by the university.**

For the university to be eligible to claim money, the staff member must:

- be employed by one of the Myanmar or European universities in the MuEuCAP project
- have completed, signed (and had countersigned) a Joint Declaration Form (see example in Appendix 1 below) and this must cover the date of the workshop
- have attended a workshop in a university that is NOT their own (*so for example, you cannot claim travel costs or costs of stay if you are Myeik University staff member attending a workshop in Myeik University*)
- have signed the attendance list for each day that they are claiming
- have completed an *Annex III form - 'Individual Travel Report for travel costs and costs of stay'* (see example in Appendix 2 below).

For the university to claim the money, it must:

- provide the project coordinator, Dr Swen Renner, at a convenient moment (at the end of a workshop, for example) an *Annex III form ('Individual Travel Report for travel costs and costs of stay')* for each staff member who attended the workshop (except for those who work at the host university who cannot claim travel, since they have not travelled!). Each form must be fully completed, dated and signed by the staff member
- Dr Swen Renner will check the form and give the university permission to withdraw the money from the EU advance sent to that Myanmar university
- the university will withdraw the money based on what they are advised by Dr Swen Renner, which, in turn, is based on the 'theoretical costs' as determined by the European Union.

JOINT DECLARATION

Ref. No... leave blank, do NOT fill in Project No. 585618 (MuEuCAP) this is always the same

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROMMyeik University.....
Hereinafter "the Institution"*

AND Name: Dr Khin Mie Mie.....
Address: ...Please include your home address/ residential address
.....
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution and is part of its payroll system YES/NO
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM	01/02/2018	TO	01/04/2019

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

Dr Khin Mie Mie is a staff member of the Zoology Department of Myeik University. She is participating in WP1, WP2 and WP7.....

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Teacher
Country of the Institution	Myanmar
Number of days worked and charged to the project (according to time-sheet)	

- This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in ...Myeik University..... Date ??..include the start and end date of the work that you have carried out

Name...Khin Mie Mie.....

Function...Assistant Lecturer.....

InstitutionMyeik University..... Staff member name...Khin Mie Mie.....

Signature and Stamp of the Institution

Signature of the Staff member

*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

** A natural person (*individual*) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if: (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

Appendix 2

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

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(1) PERSONAL DATA

Surname: **Mie** Forename: **Khin Mie** (apologies but the EU does not understand that Myanmar names do not have a Forename and Surname – sorry about that!).

Nationality: **Myanmar**.....

Home institution: **Myeik University**.....

Staff position/student year of study at home institution: **Assistant Lecturer**.....

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

<input checked="" type="checkbox"/>	Teaching/training assignment
<input checked="" type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

STUDENTS

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
	08/01/2019	12/01/2019
PLACE OF DEPARTURE**	HOME INSTITUTION Myeik University	
	COUNTRY... Myanmar CITY... Myeik	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION ... University of Mandalay	
	COUNTRY... Myanmar CITY... Mandalay	
TRAVEL DISTANCE***	Km 1095this distance needs to be checked for each different journey (see website information below).....	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):... 9/1/2019 To (date): ... 11/1/2019
<p>DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed) ...to participate as a teacher and trainee in a workshop for WP2 – specifically contributing to, and being training in, hard skills and transferable skills as part of a new curriculum in environmental protection. ...to participate in communication and outreach activities (WP7)</p>	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....**12 January, 2019**.....

Signature:**.....**.....