



**Project title:** Developing Student Career Services in Georgia (acronym – CASEDE)

**Project number:** 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)

**Project WPI:** Preparation for Management and Administration

## **TEMPUS CASEDE PROJECT GRANT MANAGEMENT RULES**

### **ARTICLE 1: OBJECTIVE OF THE DOCUMENT**

1.1. This document serves to describe the detailed payment procedure of the CASEDE project expenses covered by the TEMPUS grant in accordance with the conditions set out in the “*Guidelines for the Use of the Grant*” (Annex I to the Partnership Contract).

### **ARTICLE 2: TRAVEL COSTS AND COSTS OF STAY**

2.1. TEMPUS grant under this CASEDE project budget heading shall be allocated for covering the following expenses **directly connected to specific and clearly identifiable project-related activities:**

- travel costs for national and international journeys from the point of departure to the point of arrival (and return);
- costs related to entry visas (if applicable);
- costs related to obligatory personal insurance or health insurance (if applicable);
- costs of stay of staff participating in the project under official contract in the Partner institutions; (accommodation, subsistence, local transport, personal or optional health insurance, etc.).

2.2. The guiding principles for organizing mobility are as follows:

- A Partner institution shall receive the Project Coordinator’s invitation to register to a project event;
- The Partner institution shall send to the Coordinator the official letter of representatives’ nomination to the Project event and shall submit participants’ registration forms;
- After receiving Partner institution’s official letter of representatives’ nomination to the Project event the Coordinator shall start organizing mobility: shall book accommodation, international and national travel (if possible) tickets from the point of departure to the point of arrival (and return);
- Within 7 working days prior to the Project event the Coordinator shall transfer costs of stay to the bank accounts indicated in the registration forms of those participants who take part in international mobility and local mobility to the Project expert meetings. Calculation of the maximum rates for the costs of stay shall be linked to the mobility days indicated in the Partner institution’s official letter of representatives nomination to the Project event as described in Clause 4.3.3. of *the Guidelines for the Use of the Grant* and confirmed by travel documents;
- Costs of stay for those participants who take part in local mobility to the National discussions shall be paid after the Project event on the reimbursement basis within 10 working days after receiving original copies of the local travel tickets. Calculation of the maximum rates for the costs of stay shall be linked to the mobility days indicated in the Partner institution’s official letter of representatives nomination to the Project event as described in Clause 4.3.3. of *the Guidelines for the Use of the Grant* and confirmed by

- travel documents. The participants who will submit no local travel documents will receive costs of stay calculated only for the Project event days.

2.3. **Within 3 working days after the project event** the Partner institution shall submit to the Coordinator **via e-mail** copies of the documents justifying participants' actual mobility expenses:

<b>Actual travel expenses for national and international journeys <u>from the point of departure to the point of arrival (and return)</u></b>	
In the case of travelling by <u>all means of public transport</u>	<u>Original copies</u> of boarding passes, travel tickets, etc.
<p>In case of travelling by a private car (owned by the participant or by the Partner institution) when the price is substantiated and not excessive</p> <p>In this case <u>the cheaper option</u> shall be reimbursed:</p> <p><b>Option A.</b> The price of a rail/bus ticket (equivalent of a first-class fare) or Economy ticket for air travel for the same distance.</p> <p><b>Option B.</b> A rate per km up to a maximum of EUR 0.22.</p> <p><b>Note!!! Travel costs by a private car should be eligible after receiving approval of the Coordinator before the trip.</b></p>	<p><b>Option A.</b> Documentary evidence from a travel agency or a railway/bus station, stating the price of a first class train/bus ticket or plane ticket covering the same distance.</p> <p><b>Option B.</b> <u>Confirmed copy</u> of Declaration the local Ministry of Education (or Finance) and its translation into English clearly indicating the fixed rate covering the distance in kilometres based on local transportation routes.</p> <p>If the declaration is in absence, the fixed rate, capped at EUR 0.22/km may be used.</p> <p><b>Note!!! The documents justifying travel expenses should be prepared in accordance with the internal rules of the Partner institution.</b></p>
<b>Other related actual eligible expenses</b>	
Costs related to entry visas	<p>Official information about visa costs (in English)</p> <p>An original copy of the receipt from the Embassy regarding visa payment</p> <p>A scanned copy of the passport page with visa</p> <p>Original copies of tickets of local travels</p>
Costs related to obligatory personal or health insurance	<p>Invoice issued by the service provider</p> <p>Original copy of the document justifying the payment</p>
For justifying <u>costs of stay</u> in the case when payment is made to the participant <u>by the Partner institution</u>	Confirmed copy of the bank statement, justifying the payment made to the participant

2.4. The Coordinator shall confirm or reject the submitted documents and ask to submit their corrected versions in case the documents submitted fail to comply with the requirements set out in the Annex I of the Partnership Contract.

2.5. The Coordinator shall prepare an individual mobility report (Annex 2 of the *Guidelines for the Use of the Grant*) for each participant according to the documents submitted by the Partner institution.

2.6. The Coordinator shall submit to the Partner institution each participant's individual mobility reports for approval together with supporting documents justifying calculation of the total TEMPUS mobility grant amount indicated in each participant's individual mobility report.

2.7. The Partner shall hand over or send to the Coordinator **by registered mail** 2 original copies of each participant's individual mobility report and the documents specified in Clause 2.3 to the following address:

**Dr. Jolanta Vaiciunaite**  
Vilnius University Career Center  
Sauletekio ave. 9, III Building  
LT-10222 Vilnius  
Lithuania

2.8. The remaining amount of TEMPUS mobility grant for covering actual mobility costs incurred by the Participants using their own funds shall be transferred in EURO within 10 days to the bank accounts indicated in the registration forms of each participant after receiving the documents specified in Clause 2.7.

2.9. After final settlement with each Participant the Coordinator shall submit to the Partner institution/Participant **by e-mail** bank statements confirming payment of the remaining amount of TEMPUS mobility grant to each Participant.

### **ARTICLE 3: STAFF COSTS AND CO-FINANCING**

3.1. Staff costs shall cover the cost of staff for each person officially employed at the Partner institution (except Georgian Ministry of Education and Science) and performing the tasks required for achievement of the project objective.

3.2. The guiding principles for organizing staff employment are as follows:

- A Partner institution shall receive the Project Coordinator's invitation to appoint staff to work in a particular Project WP;
- The Partner institution shall send to the Coordinator the official letter on staff involvement in a particular Project WP and shall submit information on their basic daily rates (Annex I);
- According to the information received, the Coordinator shall prepare information on staff working days (hours) allocated for each category in a particular Project WP and shall submit this information to the Partner institution.
- The Partner institution shall distribute working hours among the staff involved in a particular Project WP according to their responsibilities indicated in the official letter and shall submit this information to the Coordinator.

- According to the information received, the Coordinator shall prepare a financial scheme for staff costs to be granted from TEMPUS project funds and co-financed in kind using the Partner’s own funds and shall submit the scheme for approval of the Partner institution.
- After receiving approval from the Partner institution the Coordinator shall prepare a draft of a *TEMPUS Staff Costs Payment Request* in a particular WP (Annex II). Submission to the Project partner of the draft of the request for payment shall be considered as the Coordinator’s permission to start staff employment process according to the internal rules of the Partner institution.
- The Partner institution shall send to the Coordinator a signed *TEMPUS Staff Costs Payment Request* **by e-mail**.
- Payment to the Partner institution shall be made within 10 days after the receiving of the signed *TEMPUS Staff Costs Payment Request*.

3.3. Payment of staff costs shall be made as described in Article “*Financing the Action*” and Article “*Payment Arrangements*” of the Partnership contract.

3.4. The Partner institution shall submit to the Coordinator **by e-mail** copies of the following supporting documents justifying actual staff costs in a particular WP according to the reporting deadlines indicated in the Annex 5 of the Partnership contract:

- Original copy of the Convention for staff costs (Annex 1 of the *Guidelines for the Use of the Grant*) for each person employed in the project and for each type of activity;
- Original copy of the time-sheets to each staff convention (Annex III);
- Confirmed copies of payslips for each person employed in the project and their translation into English (if needed);
- Confirmed copies of bank statements on staff costs payments related to each person employed in the project and their translation into English (if needed);
- Statement of staff costs payment in a particular WP (Annex IV).

3.5. The Coordinator shall confirm or reject the documents submitted. The Coordinator shall ask the Partner institution to submit corrected versions and in case the documents submitted fail to comply with the requirements will act as set out in the Annex I of the Partnership Contract.

3.6. Upon receiving the Coordinator’s confirmation, the Partner institution shall either hand over the original copies of the documents specified in Clause 3.4 or send these documents to the Coordinator **by registered mail** to the following address:

**Dr. Jolanta Vaiciunaite**  
 Vilnius University Career Center  
 Sauletekio ave. 9, III Building  
 LT-10222 Vilnius  
 Lithuania

#### ARTICLE 4: PRINTING AND PUBLISHING, OTHER COSTS

4.1. Printing and publishing category shall cover the costs for printing and publishing of teaching material and announcements about the project in Georgian mass media.

4.2. Other costs category shall cover the costs of translation, digitalization and computerisation of teaching material, development of the promotional material (project logo, website, online video invitations for students, etc.), costs of external evaluation of the Project teaching material and the Project finance management, bank charges for service providers.

4.3. Goods and services indicated in Clauses 4.1 and 4.2 of this document shall be purchased by the Georgian Partner institutions. The guiding principles for organizing tendering procedure are the following:

- The Coordinator shall prepare technical specification for tendering and shall receive the approval of the Georgian Partner institution responsible for organising tendering procedure.
- Goods and services shall be purchased by the Georgian Partner institution under the tendering procedure according to the Georgian legislation.
- The Partner institution responsible for arrangement of tendering procedure together with the Coordinator shall prepare a draft contract with service provider.
- The Partner institution shall sign a contract with service provider and is responsible for coordination of the contract implementation.

4.4. Before settlement with the service provider, the Partner shall submit to the Coordinator **by e-mail** copies of the following supporting documents justifying eligibility of expenses:

<b>For the purchases with amount lower than the EUR 25000 threshold</b>	<ul style="list-style-type: none"><li>• A signed contract with service provider and its translation into English (if needed)</li><li>• Work transfer and acceptance act(s) and its translation into English (if needed)</li><li>• Confirmed copy of the invoice(s) and translation into English (if needed)</li></ul>
<b>For the purchases with amount higher than the EUR 25000 threshold</b>	<ul style="list-style-type: none"><li>• A signed contract with service provider and its translation into English (if needed)</li><li>• Work transfer and acceptance act(s) and its translation into English (if needed)</li><li>• Confirmed copy of the invoice(s) and translation into English (if needed)</li><li>• Confirmed copy of all the documentation on the tendering procedure and three quotations, as well as translation of these documents into English</li></ul>

4.5. The Coordinator shall confirm or reject the documents submitted. The Coordinator shall ask the Partner institution to submit corrected versions and in case the documents submitted fail to comply with the requirements will act as set out in the Annex I of the Partnership Contract.

4.6. After receiving correct copies of the documents specified in Clause 4.4 the Coordinator shall prepare a draft of a *TEMPUS Grant Payment Request to Service Provider* (Annex 5).

4.7. The Partner institution shall send to the Coordinator a signed *TEMPUS Grant Payment Request to Service Provider* **by e-mail**.

4.8. Payment to the Partner institution shall be made within 5 days after the receiving of the signed *TEMPUS Grant Payment Request to Service Provider* as described in Article "*Payment arrangements*" of the Partnership Contract.

4.9. After settlement with the service provider, the Partner institution shall either hand over or send to the Coordinator by registered mail the following documents:

- 1) the original copies of the documents specified in Clause 4.4;
- 2) confirmed copy(s) of the bank statement(s) justifying payment to the service provider, the bank charges and translation into English (if needed).

## **ARTICLE 5: INDIRECT COSTS**

5.1. Indirect costs shall include stationery, general photocopying, office supplies, postage and telecommunication costs directly related to the Project.

5.2. No supporting documentation is required to justify indirect costs.

5.3. No co-financing is permitted under this heading.

5.4. Calculation and payment procedure of the TEMPUS grant for indirect costs shall be implemented as described in Article "*Payment Arrangements*" of the Partnership Contract.

5.5. After financial settlement the Coordinator shall submit to the Partner institution **by e-mail** bank statement on the TEMPUS grant payment for indirect costs.



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**Project WPX:** Title of the work package

### INFORMATION ON THE BASIC DAILY RATE

Name and surname of the staff involved into the Project WP	Number of working days per X month	Basic salary per month (including all statutory taxes paid by employee (A), local currency	Social insurance and other statutory taxes paid by employer (B), local currency	Basic salary per month (brutto) (A+B)	Basic salary per day (brutto) (A+B)/number of working days per month

**Note 1.** Salary received from various projects and minor activities are not included into calculation of the basic daily salary rate.

Director of Financial Department

Signature

Name, surname

**TO BE PRINTED ON THE COVER LETTER**

To: **Dr. Jolanta Vaiciunaite**

No **XX** as of **dd/mm/yy**

Director of Vilnius University Career Center  
Tempus CASEDE Project Manager  
Sauletekio ave. 9, 3<sup>rd</sup> Building  
LT-10222 Vilnius  
Lithuania  
E-mail: [jolanta.vaiciunaite@karjera.vu.lt](mailto:jolanta.vaiciunaite@karjera.vu.lt)

**Project title:** Developing Student Career Services in Georgia (CASEDE)

**Project number:** 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)

**Ref.: TEMPUS Staff Costs Payment Request**

We are hereby asking you to transfer the TEMPUS grant of **EUR XX** to cover staff costs for implementation of **WPX** activities. The requested amount should be transferred to the bank account indicated in the Article “*Bank Account*” of the Partnership Contract No. 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)-**PX**.

We hereby undertake to pay out the funds received for **WPX** staff costs **before XX/XX/201X**.

Director of Financial Department:

Signature and Stamp: \_\_\_\_\_





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**Project WPX:** Title of the work package

<b>TEMPUS CASEDE PROJECT TIMESHEET</b>
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<b>Surname:</b>	
<b>Forename:</b>	
<b>Institution:</b>	
<b>Position in the project:</b>	
<b>Category:</b>	
<b>Period:</b>	

Date	Number of hours (1 day=7.5 h)	Work Package	Description of tasks performed
<b>TOTAL:</b>			

<b>Calculation working days:</b>	
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Signature of the tasks performer

Signature of the legal representative

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**Project WPX:** XX

**STATEMENT OF STAFF COSTS PAYMENT IN TEMPUS CASEDE PROJECT**

<b>Institution:</b>	
<b>Work package:</b>	<b>WPX:</b> <i>Title of the work package</i>
<b>Declaration period:</b>	<b>XX/XX/201X - XX/XX/201X</b>

Name and forename of the tasks performer	Description of tasks performed	Working days	Daily rate, EUR	Total amount paid, EUR	Funds	Signature of the tasks performer
Jolanta Vaiciunaite	Coordination of project: preparation of necessary documents, organisation of expert group work	15/10/2012-31/12/2012 <b>9 days</b>	70	630	TEMPUS funds	
Zygimantas Grakauskas	Preparation of the framework	15/10/2012-31/12/2012 <b>15 days</b>	65	975	TEMPUS funds	
		02/01/2013 – 31/01/2013 <b>5 days</b>	65	325	Own Funds (VU contribution)	

Director of Finance : **Name, surname**

*Signature and Stamp:* \_\_\_\_\_

**TO BE PRINTED ON THE COVER LETTER**

To: **Dr. Jolanta Vaiciunaite**

No **XX** as of **dd/mm/yy**

Director of Vilnius University Career Center  
Tempus CASEDE Project Manager  
Sauletekio ave. 9, 3<sup>rd</sup> Building  
LT-10222 Vilnius  
Lithuania  
E-mail: [jolanta.vaiciunaite@karjera.vu.lt](mailto:jolanta.vaiciunaite@karjera.vu.lt)

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**Ref.: TEMPUS Grant Payment Request to Service Provider**

We are hereby asking you to transfer the TEMPUS grant of **EUR XX** to the service provider **XX** to cover actual expenses for **XX** under the Contract No. **XX**. The requested amount should be transferred to the bank account indicated in the Article "*Bank Account*" of the Partnership Contract No. 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)-**PX**.

Director of Financial Department:

Signature and Stamp: \_\_\_\_\_