



Tempus

**DECISION REGARDING STAFF COSTS OF STAY**

Kaunas, Lithuania  
13/03/2014

During the **Modern Information Services for Improvement Study Quality**, Project reference number – 543929-TEMPUS-1-2013-1-LT-TEMPUS-JPGR Project management group meeting on 13 March 2014 the decision was made that all Costs of stay for all Partners incurred after 14 March 2014 can be paid in line (maximum rates) with Guidelines for the Use of the Grant (Tempus IV sixth call for proposals no. EACEA/35/2012) (Annex 1) if it is not asked otherwise.

Meile Kretaviciene,  
Project Manager

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#### 4.3.3 Eligible expenses for staff costs of stay

This budget heading is meant to provide each person participating in a mobility programme with a daily allowance to cover costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance etc.

The following **ceilings in euro** apply per person:

Duration	Costs of stay for international mobility or within an EU country	Costs of stay for Partner Country staff within their own country
1 day	150	100
2 days	292	190
3 days	434	280
4 days	576	370
5 days	718	460
6 days	860	550
1 week	1 000	640
2 weeks	1 600	1000
3 weeks	2 100	1250
4 weeks	2 500	1500
Additional weeks	300	200

Where the stay falls between the week durations indicated in the table, the upper limit will be calculated as follows:

The figure for the shorter duration is subtracted from the figure for the longer duration. The resulting figure divided by 7 gives the daily allowance for each day over and above the duration of the shorter stay.

For example: For an international mobility of 17 days: (3 weeks) 2 100 – (2 weeks) 1 600 = 500. Divided by 7 = 71.43. The costs of stay can be 1 600 + (3 x 71.43) = EUR 1 814.29 maximum.

These references are maximum rates. The amount paid should, however, be relative to the destination (cost of living) and in accordance with the sending institution's policy.

Except in the case of a **national law** to the contrary, beneficiary institutions should not suspend payment of normal salaries to their staff during time spent travelling within the framework of the Tempus project.

4.3.4 Supporting documents **should not be sent** with the financial statement. The following should, however, be **retained with the project accounts**:

- ✓ Individual mobility reports (Annex 2 of these guidelines) together with all copies of travel tickets, boarding passes, invoices, receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km. The aim of the supporting documentation is to demonstrate the actual cost of the travel and the fact that the trip actually took place. When travel costs are shared (coach), the supporting documentation (invoice) for the group should be retained and each individual should keep a record of their share of the hire costs in the Individual mobility report.

At this stage, the services of the Education, Audiovisual & Culture Executive Agency will take note of the expenses for which copies of supporting documents are not required on the basis of financial statements (lists of expenses) sent by the co-ordinator (see Annex IV of the Grant Agreement - "Final Report"). Executive Agency staff will examine these lists in detail to verify the eligibility of expenses. If there are doubts on any particular point, the Agency may request that all the supporting documents be forwarded.