

## REVE Project: Declaration of expenditure

Table 1: Summary of expenditure on the project

<b>Partner institution:</b>					
Period:					
	Budget heading	Amount for the contractual period	Paid expenditure	Expenditure committed but yet to be paid	Total expenditure (paid expenditure + expenditure committed but yet to be paid)
A	Personnel costs				
B	General expenditure				
C	Travel and subsistence				
D	Conferences and Seminars				
E	Production, dissemination and information costs				
F	Other costs				
G	Total expenditure of the project for the eligibility period				

Please indicate, where appropriate, the euro exchange rate used in the Declaration of Expenditure

I, the undersigned, hereby declare that the information contained in this Declaration of Expenditure is certified truthful and accurate.

Signed in: \_\_\_\_\_ on: \_\_\_\_\_

*Signature of the person authorised to sign for the beneficiary* *Seal/stamp of the organisation*

*Name and function in capital letters*

**Table 2: Personnel costs**

Category	Name of the person	Role in the project	Amount in Euro per day (A)	Number of days (B)	Total cost (AxB)
A. Project manager, administrator, expert, consultant, etc.					
B. Assistance functions, etc.					
C. Secretaries, etc.					
<b>Total</b> (total costs should also be entered in row A of Table 1)					

**Table 3: General expenditure**

	Specifications	Total cost
A. Office supplies / photocopies		
B. Telephone, fax, post and telecommunications charges		
C. Computer equipment		
<b>Total</b> (total cost should also be entered in row B of Table 1)		

Please give here details of the calculation method for any amounts exceeding 1500 Euro

**Table 4: Travel and subsistence costs in connection with the implementation of the project**

*Travel and subsistence costs for conferences or seminars organised as part of the project, should be entered in Table 5.*

Departure	Destination	Reason	Mode of transport	Date of departure	No. of nights	No. of persons	Total cost		
							Travel	Subsistence	Total
<b>Total</b> (total cost should also be entered in row C of Table 1)									

Please give here details of the calculation method for any amounts exceeding 1500 Euro

**Table 5: Costs in connection with conferences and seminars**

Departure	Destination	Reason	Mode of transport	Date of departure	No. of nights	No. of persons	Total cost		
							Travel	Subsistence	Total
<b>Total</b> (total cost should also be entered in row D of Table 1)									

Please give here details of the calculation method for any amounts exceeding 1500 Euro

**Table 6: Production, dissemination and information costs**

**A. Production costs**

Type (publications, books, CD-ROM, video, Internet, etc.)	Number of pages	Number of copies (A)	Unit price (B)	Total cost (AxB)
<b>Total</b>				

**B. Translation costs**

Language	Number of lines (A)	Price per line (B)	Total cost (AxB)
<b>Total</b>			

**C. Distribution costs**

Specifications	Total cost
<b>Total</b>	

**D. Other dissemination costs**

Specifications	Total cost
<b>Total</b>	

<b>Total (A+B+C+D)</b> (total cost should also be entered in row E of Table 1)	
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Please give here details of the calculation method for any amounts exceeding 1500 Euro

**Table 7: Other costs**

Specifications	Total cost
<b>Total</b> (total cost should also be entered in row F of Table 1)	

Please give here details of the calculation method for any amounts exceeding 1500 Euro

**Table 8: Comments**

Please comment here on any divergence from the approved project budget

