

LLAF REPORTING INSTRUCTIONS

FORMS


Forms are available for download under:

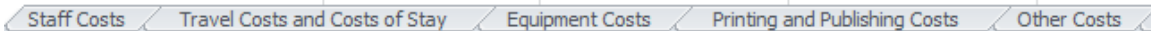
http://cs.hadassah.ac.il/staff/michael/LLAF/workplan_budget_and_reports.htm

The following forms have to be submitted to the coordinator, Hadassah Academic College.

FINANCIAL REPORT FORM All expenses should be reported on the basis of actual payments

Please find on the website the Form: "Financial Report FORM.xls". Your financial report should be submitted using this Form.

Choose your institute on the first  sheet and then complete the report in the following sheets where applicable:



For Israeli Partners, the exchange rate to be used in the first period is: € 1.00 = ₪ 4.74

PROGRESS REPORT FORM

Please find on the website the Form: "Report on Implementation of the Project FORM.doc"

Follow the Form and fill-in your answers in free text where/when applicable.

CONVENTION FOR STAFF COSTS FORM

Please find on the website the Form: "Staff Convention FORM.doc". Each employee in the project should fill-in this Form, which constitutes a contract between the employee and his/her institute.

INDIVIDUAL MOBILITY FORM

Please find on the website the form "Individual Mobility Report FORM.doc". This form has to be filled in by each traveler.

TIME SHEET FORM

Please find on the website the Form: "Template Timesheet FORM.xls".

This Form should be filled-in by each individual employee, a separate form for each category if employee is active in more than one category.

INSTRUCTIONS & GUIDELINES

BUDGET REVIEW HELPER

In the budget downloadable file, there are helper Excel sheets that enable breakdown per institute/period/task activity for personnel by category, tagged "Schedule", and the rest of the budget headings tagged "GeneralSchedule". In these excel sheets the cells highlighted in yellow are the inputs you provide. Enter the 3 or 4 letters of your institute's acronym in the upper left corner, tick the parameters you wish to include and press 'update' to get a view of your full or segmented budget.

Below we are guidelines for both progress (activity) and financial reports

Needless to say that one should reflect the other – **money spent = work done**

We assume that you and your financial liaisons in your institute are familiar by now with the budget items, what they represent, and how they should be accounted for. Each expense item with value for this period will be reported on the corresponding sheet in the Financial Report FORM.

NOTE: All active participants in the program must sign the attached CONVENTION FOR Staff Cost (Annex 1) which is drawn as an agreement between themselves and their institute.

STAFF COSTS: Staff activity is divided into 4 categories.

To support the financial use of the budget fill in the time sheet – "per individual and category"

Refer to annexes 1 and 3 of the guidelines – staff performing both administrative and academic task must sign separate convention for each activity and separate timesheets.

Note: salary slips or the accounting mechanism through which salaries are paid should be able to support the budget claim by stating the tempus financing of the institute's salary documents.

TRAVEL (MOBILITY): Annex 2 Mobility Form for travel + the relevant receipts, airline tickets, boarding passes etc. SCANNED

EQUIPMENT: On Hold – we realize that the equipment budgeted cannot be purchased due to the rule of EU origin imposed by Tempus.

We hope to revert with a solution shortly

PRINTING & PUBLISHING COSTS: If any should be reported with receipts

OTHER COSTS: If any should be reported with receipts