



Online Meeting– 18th March 2021

CHINLONE



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STAFF COSTS – SUPPORTING DOCUMENTS:

- Timesheets
- Joint Declarations
- Payslips, corresponding to each month of work for the project for each staff member
- Contract/Declaration of Employment



We need these documents for each staff member working in the project activities and for the related periods according to the staff category performed.



STAFF COSTS SUPPORTING DOCUMENTS: Joint Declaration

ANNEX II

JOINT DECLARATION	
Ref. No.	Project No.
<small>The reference number must correspond to the progressive numbering indicated in the financial statements of the final report</small>	

From
Hereinafter "the Institution"

And Name:
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 dates during the project's eligibility period.

	dd/mm/yy		dd/mm/yy
FROM		TO	

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

4. Please complete the following information.

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

5. 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 Date

Name

Function

Institution

Staff member name

Signature and Stamp of the Institution

Signature of the Staff member



STAFF COSTS SUPPORTING DOCUMENTS: Timesheet



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Add Row	Delete Row	PROJECT TIMESHEET
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Project number :	
Surname :	
First Name :	
Institution :	
Country :	
Position :	
Staff Category :	

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
Total days:		0		





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STAFF COSTS SUPPORTING DOCUMENTS: Payslip

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	လစဉ်နှုန်း		ခွင့်ပေါင်း	
	ကျပ်	ငြား	ကျပ်	ငြား
အတွက် တောင်းခံပါသည် (ကာလကိုဖော်ပြရန်)				
အခြေခံရွှေ့နှိုင်းခံလစာ	၃၀၀၀၀၀		၃၆၀၀၀၀	-
လစာအမြင်သတ်မှတ်သောအခြားလစာ				
(က)				
(ခ)				
(ဂ)				
(ဃ)				
(င)				
လစာနှင့်အတူထုတ်ယူသည့်ခရက်ဒစ်မြို့နှင့် ငွေပေးသည်များ				
(က)				
(ခ)				
(ဂ)				
(ဃ)				
(င)				
စုစုပေါင်းတောင်းခံခွင့်			၃၆၀၀၀၀	-
မှီခိုခွင့်အခြေပြတ်တောင်းခံခွင့်များပါစုစုပေါင်း			၃၀၄၉၂၆	
အလေးစားခံတောင်းခံခွင့်			၃၅၆၉၇၀	၄၄

ကျပ် (မမြေ) ၃၅၆၉၇၀ ငါးစတင် ခြောက်ဆောင်ကျိပ် ဘယ် ၁၄/၁၇

ခရိုင်

ခွင့်ပေါင်း ကျပ် (မမြေ) ၃၅၆၉၇၀ ငါးစတင် ခြောက်ဆောင်ကျိပ် ဘယ် ၁၄/၁၇



ခရိုင်

ခွင့်ပေါင်းသက်သေခံ

ခွင့်ပေါင်းသက်သေခံ

ကျပ် (၃၅၆၉၇၀) ကျပ် ခရိုင် ၁၂/၁၀/၁၇ ခြောက်ဆောင်ကျိပ် ဘယ် ၁၄/၁၇

ခရိုင်

ခရိုင်

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