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TOOLKIT

**TOOLKIT Fourth Consortium Assembly
Online Meeting– 10th June 2020**

FIRST REPORTING PERIOD



NEW DEADLINE FOR THE
SUBMISSION OF THE INTERIM
REPORT:

SEPTEMBER 1st 2020



WHAT WE NEED TO DO



- Financial Report
- Technical Report



FINANCIAL REPORT: Supporting Documents



STAFF COSTS:

- Timesheets
- Joint Declarations
- Payslips
- 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.

DEADLINE TO SEND DOCUMENTS: MID JULY 2020



FINANCIAL REPORT: Supporting Documents



TRAVEL COSTS AND COST OF STAY:

- Individual travel reports
- Boarding passes
- Attendance lists



TECHNICAL REPORT:



REPORT'S ATTACHMENTS

- Budget's table/Financial Statement
- Table of Achieved/Planned Results
- **Dissemination Plan**
- **Quality Plan**
- Request of second pre-financing

