**Financial Report – Part 2** (pages 2 & 3)

Breakdown of Selected Expenses (in EURO)

**Grant No.:****During the Period:**

**Please Note: Financial Report – Part 1** (which was sent to you by e-mail) **MUST be filled in and be sent together with Part 2** (pages 2 & 3)

|  |  |  |
| --- | --- | --- |
| **Budget Code 1: Personnel** (1.1 Salaries and 1.2 Fellowships) |  | **Budget Code 3: Non-Expendable Equipment**Please attach the scanned invoice(s) and receipt(s)  |
| **Name of Employee** | **Role in Project & Academic Degree** | **Months Employed Example: May, April** | **Monthly Salary** | **Total**  |  | **Date of Purchase\*** | **Description of Equipment** | **Total**  |
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| **Total for the Period:** |  |  | **Total for the Period:** |  |
|  |  | *\*Only during first 24 months (Regular Program)*  |
| **Budget Code 2: Travel** (2.1 Foreign Travel and 2.2 Domestic Travel).**Please fill in also page 3** Please note: all receipts for expenses related to the travel **MUST** be attached including: itinerary & boarding passes\* |  | **Budget Code 6: External Services**Please attach the scanned invoice(s) and receipt(s)  |
| **Name** | **Destination** | **Duration** | **Air-fare** | **Accommodation** | **Per- Diem\*\*** | **Other****Expenses** | **Total** |  | **Name of****Sub-Contractor** | **Description of Work****Performed** | **Total** |
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| **Total for the Period:** |  |  | **Total for the Period:** |  |

\* *Must be included even if GIF is not reimbursing for airfare*

*\*\* Maximum per-diem + hotel costs should be in accordance with IRS and/or BRKG regulations.*

We hereby declare that this report is correct to the best of our knowledge, and that all expenditures reported have been made in accordance with the conditions of the grant contract

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 Affiliated Institute Principal Investigator

 (Signature & Seal)

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenditure Details – Please fill in for the relevant budget types in your financial report.**

**Budget Code 2: Travel** (2.1 Foreign Travel and 2.2 Domestic Travel)**:** Please detail **in short** the following: purpose, general aim, and **meetings during the travel**.

*If you already sent the scientific report and included the requested information, you may skip this part.*

**Budget Code 4: Supplies / Materials:** Please explain the need for each item of **above EUR 1,000 (per single article)**