**Regular / Young Scientists’ Program 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)

|  |  |  |
| --- | --- | --- |
| **Salaries and Fellowships** (budget codes 01, 03, 11, 19) |  | **Non-Expendable Equipment** (budget codes 21(a) and 21(b))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)*  |
| **Travel Expenses** (budget codes 61 and 62) Please fill in also page 3 Please note: all receipts for expenses related to the travel **MUST** be attached including: itinerary & boarding passes\* |  | **Sub-Contracting** (budget code 43) 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 type 61, 62, 63 - Travel Details:** 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 type 31 -Supplies, Materials, and Services:** Please explain the need for each item of disposable equipment purchased **above EUR 1,000 (per single article)**

**Budget type 81- Others:** Please explain for each item purchased/spent **above EUR 100 (per single item)**