

## 4. FINANCIAL GUIDELINES

### 1. Introduction

These financial guidelines contain the regulations that define the financial and reporting obligations for the grant recipient.

### 2. Administration

The grant recipient will be responsible managing a properly organized administration which includes a system of internal control, allows for efficient implementation, is open to external control, and results in a lawful use of resources.

This means that the grant recipient must keep orderly records, from which it can be established that:

- expenditure is taking place in accordance with the grant decision;
- expenditure is being recorded under the proper headings;
- expenditure is not in breach of legal regulations that apply in the country where the training is being conducted;
- expenditure is identifiable and verifiable and can be backed up with original copies of documents presented as supporting evidence.

### 3. Grant recipient's bank account, interest and petty cash

3.1 The grant recipient should have a EURO account.

3.2 A transparent administration of petty-cash transactions should be kept.

### 4. Training budget

The grant recipient will draw up a training budget that is consistent with:

- a) the tender
- b) the guidelines for drawing up a budget
- c) the rules and regulations of the StuNed programme, including "General Conditions for StuNed Tailor-Made Training" (Annex 1 of the grant award letter).

#### 4.1 Guidelines for drawing up a budget

- In the budget the relationship between outputs, activities, and the required inputs in terms of personnel and materials should be explicit.
- The rates and fees used in the budget may not exceed the amounts applicable for StuNed Tailor Made Training Programmes.<sup>1</sup>
- All budgets will be in euros (€).

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<sup>1</sup> If the rates and fees used to calculate the price of the winning tender are different from those prescribed for the StuNed programme, the organization that submitted the tender should supply a list of these rates and fees. This list will become an annex to the grant award.

## 5. Financial reporting

### 5.1 Statement of expenditure

- The grant recipient is responsible for supplying, within two months of the end of the training, a statement of expenditure.
- Any expenses claimed should be based on actual time spent and actual costs, and be in compliance with the approved budget and the financial rules and rates for the StuNed programme.
- This statement of expenditure has to be accompanied by an auditor's report.

### 5.2 Audit report

- The grant recipient is responsible for submitting an auditor's report on the statement of expenses.
- The procedure for this report is laid down in the Audit Guidelines attached as Annex 3 of the grant award.
- The maximum cost for audit is EUR 2,000.

## 6. Remuneration

### 6.1 Advance payments

- The maximum amount that can be transferred in the form of advance payments is 80% of the budget. This amount will be advanced six weeks after the date of the grant award. If the need arises, the grant recipient can request earlier payment in writing. This request must explicitly state that the grant recipient accepts the terms and conditions of the grant award. Payments will not be made earlier than two months before the training is scheduled to start.
- If the grant recipient fails to fulfil its reporting obligations, further payments will be suspended.
- At the end of the training period, the grant recipient should immediately return to Nuffic Neso Indonesia any funds that have not been spent.

### 6.2 Settling the account

- The account will be settled after Nuffic Neso Indonesia has received the statement of expenditure accompanied by an auditor's report.
- Expenses exceeding the available training budget will not be reimbursed.
- If Nuffic Neso Indonesia, after consultation with the grant recipient, is of the opinion that some of the funds have been spent improperly - that is, not in accordance with the terms under which the funds were made available, or not in accordance with the financial guidelines – Nuffic Neso Indonesia can decide to readjust the financial contribution.

## 7. List of fees

Fees paid to employees of Dutch Organizations (amounts are in euros)

salary range		A	B
1.362,00	> 1.589,00	235	182
1.589,00	> 1.816,00	272	210
1.816,00	> 2.043,00	307	238
2.043,00	> 2.270,00	344	266
2.270,00	> 2.497,00	380	294
2.497,00	> 2.724,00	416	322
2.724,00	> 2.951,00	453	350
2.951,00	> 3.178,00	488	379
3.178,00	> 3.405,00	524	406
3.405,00	> 3.632,00	561	435
3.632,00	> 3.859,00	597	462
3.859,00	> 4.086,00	634	491
4.086,00	> 4.313,00	669	518
4.313,00	> 4.540,00	705	547
4.540,00	> 4.767,00	742	574
4.767,00	> 4.994,00	778	603
4.994,00	> 5.221,00	815	630
5.221,00	> 5.448,00	850	659
5.448,00	> 5.675,00	886	686
5.675,00	> 5.902,00	906	700
5.902,00	> 6.129,00	925	713
6.129,00	> 6.356,00	944	728
6.356,00	> 6.583,00	964	741
6.583,00	> 6.810,00	983	755
6.810,00	> 7.037,00	1002	768
7.037,00	> 7.264,00	1021	781
7.264,00	> 7.491,00	1040	796
7.491,00	> 7.718,00	1059	809
7.718,00	> 7.945,00	1078	823
7.945,00	> 8.172,00	1097	836
8.172,00	> 8.291,00	1111	847

A for a workday in the Netherlands (5-day week)

B for a day spent on a short mission (7-day week)

The tariffs also apply to all experts that are employees of the consortium that was described in the project proposal.

### **External experts**

- If external experts are hired that are employee of an organization, the tariffs as mentioned above apply. In this case a 10% handling fee can be added (but does not have to be).

**Please note: Handling fee can not be added for experts who are employee of an organization that is part of the consortium that was described in the project proposal.** These are not considered external to the project.

- If external experts are hired that are **not** employee of an organization (“free lance experts”) the actual fee paid to them will be reimbursed. In this case a 15% handling fee can be added (but does not have to be).

## 8. Financial rules and rates

StuNed will cover only eligible costs. These are specified in detail below. To be eligible for reimbursement, costs must be real and documented, and they cannot take the form of a lump sum unless this is specified.

#### *A. General rules regarding cost eligibility*

- 1) The organisations must make sure that all the expenditures presented in the budget are needed for the training and are clearly related to the training activities.
- 2) The costs must be incurred within the contract period.
- 3) The following costs are never covered and should therefore not be included in any part of the training budget:
  - Salaries and fees charged for the time which staff of the requesting organisation spends on the training.
  - The cost of replacing staff members who are working on the training.

#### *B. Principles for specific types of costs*

The costs to be made in StuNed-TM programmes can be divided in two parts: the institution related costs and the participant related costs.

##### *1) Institution related cost*

- i. The time spent by Dutch staff on training-related activities in the Netherlands.  
The actual time spent in the Netherlands on activities related to the training can be claimed at the rates indicated in column A1 of the *List of fees* (see point 7).
- ii. Local / regional trainers  
The costs of enlisting the services of independent local or regional trainers will be covered by StuNed. (Such persons may not be employed by the requesting organisation) Remuneration is based on the amount of time spent by the trainer. The fee should be consistent with what the person would normally charge for his or her services in Indonesia. The number of local trainer is limited to one person.
- iii. Missions by staff of the organisation in the Netherlands  
The number of maximum Dutch experts for each inception visit are two persons. If the follow up visit is applicable, the number of maximum Dutch experts are two persons.
- iv. Staff time  
The actual time spent on a mission, which includes both preparation and the time spent in Indonesia, can be claimed at the rates indicated in column B1 of the *List of fees* (see point 7).
- v. Subsistence allowance  
The costs of hotel and breakfast in a middle-class hotel will be reimbursed up to a maximum of EUR 50. Allowance of EUR 50 a day will be paid to cover the other costs of daily subsistence.
- vi. Travel  
The costs of a return-trip airline ticket will be reimbursed at economic class with maximum fare for return trip is at EUR 1,500. The flight should be by the most direct route between the place of destination and the airport nearest the person's place of residence. Travel costs to and from the airport will be reimbursed up to the amount of a second-class train ticket.
- vii. Other types of costs  
Costs that do not fall under the categories mentioned above can be included in the budget on the following conditions:
  - They must be sufficiently specified.
  - If the present guidelines do not contain any specific rules or rates that would apply, the rules and rates that apply in general to the organisation and/or country in question should be used.
  - If an organisation uses its own departments to perform services (such as production, printing, distribution, translation, etc.), the fees charged should be consistent with the organisation's own regulations and should not exceed what the organisation would normally charge a third party.

##### *2) Participant related costs:*

The scholarship provides an allowance and covers the costs of tuition and international travel. The allowance is meant to supplement the salary which the scholarship holder is supposed to continue receiving at home while he or she is in the Netherlands. The allowance, which is paid directly to the scholarship holder, is considered to be enough to support one person's subsistence in the Netherlands.

The scholarship does not cover the costs of travel for family members, nor does it provide enough money to support them.

## List of participant related cost

		In the Netherlands		In Indonesia <sup>2</sup>	
		Per month	Per day	Per month	Per day
1	Subsistence allowance				
1.a	Accommodation <sup>3</sup> per participant on sharing room basis	-	Up to € 55,00	-	€ 27,50 max
1.b	Cash allowance for offline training	-	€ 30,00	-	€ 12,50 max
1.c	Cash allowance during online training	-	-	-	€ 5,00 max
2	Settling in allowance	€ 100,00	n.a.	n.a.	n.a.
3	Study materials <sup>4</sup>	€ 75,00 max	n.a.	€ 75,00 max	n.a.
4	Visa and verification costs <sup>5</sup>	Arranged for by NESO		n.a.	
5	Travel costs				
5.a	International travel	€ 1.250,00 max, arranged by the training provider.		n.a.	
5.b	Travel from Netherlands airport to destination in the Netherlands and back	Actual costs of travel by public transport (2nd class)		n.a.	
5.c	Daily travel between place of residence and training site if in different municipalities	Actual costs of travel by public transport (2nd class)		Arranged and paid for by the provider	
6	Insurance	Arranged and paid for by the provider, max EUR 40 for a month training.		n.a.	
7	Internet voucher during online training	n.a.	n.a.	n.a.	€ 1,50

### Travel to and from the Netherlands

'International travel' means a return-trip airline ticket from the airport nearest the scholarship holder's place of residence to the airport nearest to where the education or training takes place. The airline ticket cannot be cashed in.

### Allowances for in-country training

Allowances and reimbursements will be adjusted to local standards.

If the training programme takes partly place in another non-European country, international travel between the Netherlands and another country will only be financed if these travel costs were included in the initial tuition fee of the programme concerned or in the approved budget of the training.

### **Please note:**

If a visitor is joined by family members, these extra costs cannot be charged to the training.

### *C. Contingencies*

The budget for contingencies is set at five per cent. Contingencies are extra costs that cannot be avoided if the training is to achieve its objectives. As the name suggests, these extra costs could not be anticipated when the budget was drafted. They are caused by such things as accidents and extreme price fluctuations. The item 'contingencies' is not meant for new activities.

<sup>2</sup> If the course or program takes place in Indonesia, the subsistence allowance will be determined by the provider, with a maximum of 50% of the subsistence allowance in the Netherlands.

<sup>3</sup> The provider of the education or training in the Netherlands provides housing that offers possibilities for cooking and laundry. Full boarding scheme is recommended for in-country training.

<sup>4</sup> One time allowance meant for ensuring the availability of the study literature needed. It is up to the provider to hand it over to the scholarship holder or to use it for acquiring study literature.

<sup>5</sup> Reimbursement of the fees paid for the entry visa, residence permit, and/or any other permits required by Dutch law. Reimbursement of fees paid for entry visa or other permits required by the law of the country where the course is conducted.