

Menu for Justice

Towards a European Curriculum Studiorum on Judicial Studies
Project Number - 156171-LLP-1-2009-1-IT-ERASMUS-ENWA

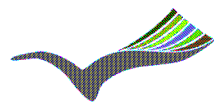
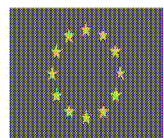
Budgeting an Financial Management

Andrea Cerino – University of Bologna

Saturday 6th November 2010
Aula Dipartimento di Scienza Politica
Via dei Bersaglieri 6, Bologna

Summary

- 1. Internal Agreement between University of Bologna and the European Partners;*
- 2. Procedures of reimbursements of the costs of travel and subsistence allowances;*
- 3. Financial rules;*
- 4. Reporting.*



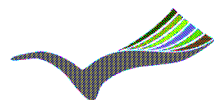
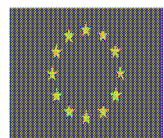
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1. Internal Agreement (1/3)

Obligations of the Contractor and each Partner	<ul style="list-style-type: none"> ➤ art. 3 of the Internal Agreement ➤ Annex 3: Tasks and Responsibilities ➤ Annex 4: Timetable
Eligibility period of expenses	➤ From 1st October 2009 to 30° September 2012
Budget and maximum grant	➤ Annex 2: Budget for each Partner
Reporting obligations	<ul style="list-style-type: none"> ➤ 1st Financial Reporting Table: Declarations of the real and total expenditures incurred (Annex 6), to be presented once the partner has spent the 70% of the pre-financing but not later than 15th of February 2011; ➤ Progress Report Form (Annex 7) by the 15th of February 2011 ➤ 2nd Financial Reporting Table: Declarations of the real and total expenditures incurred (Annex 6), to be presented by the 30th September 2012; ➤ Final Report Form (Annex 7), by the 30th September 2012.



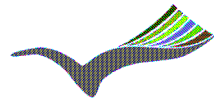
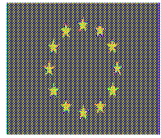
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1. Internal Agreement (2/3)

<p>Payment arrangements</p>	<ul style="list-style-type: none"> ➤ First instalment (pre-financing): 40% of the Grant will be transferred, after the subscription of the internal agreement, when Bologna receives the pre-financing from the Commission; ➤ Second instalment: 40% of the Grant, provided that Bologna has received the second instalment from the Commission and only after the presentation of the 1° Financial Reporting Table (Annex 6) in which the Partner demonstrates to have spent at least the 70% of the prefinancing; ➤ The balance of the Grant (20%) will be paid to the Partner within 30 days of Bologna receiving final payment from the Commission, provided that the Partner has regularly filled and sent to Bologna the 2nd Financial Reporting Table (Annex 6) and the Final Report Form (Annex 7), by September 30th 2012
<p>Administrative and bank details</p>	<ul style="list-style-type: none"> ➤ The remuneration shall be paid through the Partner institutional account in accordance with the banking details listed in the contract. ➤ If the bank account changes, the new bank information have to be provided to Bologna.



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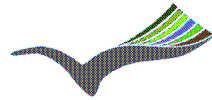
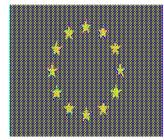
1. Internal Agreement (3/3)

Contract signed:

- 1. University of Athens**
- 2. CEU Budapest**
- 3. Centre Perelman - Université Libre de Bruxelles**
- 4. Instituto de Ciencias Sociais da Universidade de Lisboa**
- 5. University of Muenster**
- 6. Institut des Hautes Etudes sur la Justice Paris**
- 7. University of Malta**
- 8. University of Piemonte Orientale**
- 9. Supreme Court of Slovenia**
- 10. University of Lapland**
- 11. University of Palermo**
- 12. University of Coimbra**
- 13. University of Southern Denmark**
- 14. University of Utrecht**
- 15. University of Galway**
- 16. University Parthenope Napoli**
- 17. Babes Bolyai University Cluj Napoca**
- 18. University of Kaunas**
- 19. Bifrost University Iceland**
- 20. University of Leuven**

2. Procedures of reimbursements of the costs of travel and subsistence allowances (1/3)

- The first thing to do is to fill the format "**Payment_form**";
- Once you have done that, please send the format filled to the following email address:
vincenzina.citriniti@unibo.it;
andrea.cerino@unibo.it;
francesco.lopriore@unibo.it
- you should then prepare an envelope and include into it all original documents associated with the costs you want be reimbursed. These documents should justify and describe clearly where, how much, and when you sustained the cost.



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2. Procedures of reimbursements of the costs of travel and subsistence allowances (2/3

Reimbursement is possible for:

- a) Flight tickets with boarding pass;
 - b) Invoices from Restaurants and Hotels;
 - c) Tickets of public transport (bus, metro, etc.), or taxi from the airport to the hotel and back from the hotel to the airport (we warmly advise to use the public transport instead of the taxi whenever it is possible).
- a) Train tickets (second class rigorously) to reach the venue of the meeting from the place in which the person works or from the closer rail station.
- We strongly recommend to make a photocopy of all invoices, tickets, and documents in general you put in the envelope. We need the original, therefore we need you be able to trace the costs you covered over the whole period of the project. The best solution would be to scan all documents, sent us the scanned copy.

2. Procedures of reimbursements of the costs of travel and subsistence allowances (3/3)

- The envelope with all ORIGINAL DOCUMENTS should be sent to the following addressed, PREFERABLY WITH A REGISTERED OR INSURED MAIL:

**Dipartimento di Scienza Politica - Università di Bologna
Strada Maggiore n. 45
40125 Bologna (Italy)
c/a "Menu for Justice Project"**

- For more information we ask you to read the rules that you find at pages 30-39 of the document: "Project Handbook - Guidelines for administrative and financial management and reporting".