

The final report needs to account for all costs incurred since the beginning of the project

Budget line	Description	In contract				Real expenditure						Ref. Procurement Procedure / Contract (if applicable)	% spent	Variances to explain
		Unit	No of Units	Unit Rate (in EUR)	Total amount (in EUR)	Date	Reference Bank Statement/Cash Vaucher	No of Units used	Unit rate (in EUR)	Total amount spent (in BAM)	Total amount spent (in EUR)			
<b>1</b>	<b>Human Resources</b>													
1,1	Salaries (gross amounts, local staff)													
1.1.1	Gross salaries local Technical staff													
1.1.1.1	Project Manager													
1.1.1.2	Project Coordinator													
1.1.1.3	etc.....													
1.1.2	Gross salaries local Admin/ support staff													
1.1.2.1	Project Administrator													
1.1.2.2	Project Accountant													
1.1.2.3	etc.....													
1,2	Salaries (gross amounts, expat/int.staff)													
1.2.1	Gross salaries expat/ int.staff													
1.2.1.1	Expert I													

		In contract			Real expenditure							Ref. Procurement		
1.2.1.2	etc.....													
1,3	<i>Per diems for missions/travel</i>													
1.3.1	Per diem abroad (staff assigned to Action)													
1.3.2	Per diem local (staff assigned to Action)													
1.3.3	Seminar/conference participants													
2	<b>Travel</b>													
2,2	Local transportation													
	Seminar 1													
	Seminar 2													
	etc.....													
3	<b>Equipment and supplies</b>													
3,1	Purchase or rent of vehicles													
3,2	Furniture, computer equipment													
3,3	Spare parts/equipment for machines, tools													
3,4	Other													
4	<b>Local office/Action costs</b>													
4,1	Vehicle costs													
4,2	Office rent													

		In contract			Real expenditure							Ref. Procurement		
4,3	Consumables - office supplies													
4,4	Other services (tel/fax, electricity/heating, maintenance)													
<b>5</b>	<b>Incidental costs, services</b>													
5,1	Publications													
5,2	Studies, research													
5,3	Auditing costs													
5,4	Evaluation costs													
5,5	Translation, interpreters													
5,6	Financial services (bank guarantee costs etc.)													
5,7	Costs of conferences/seminars													
5,8	Visibility actions													
<b>6</b>	<b>Other direct costs</b>													
<b>7</b>	<b>Subtotal direct costs of the Action (1-6)</b>													

		In contract				Real expenditure						Ref. Procurement	
8	Administrative costs (maximum 7% of 7, total direct eligible costs of the Action)												
9	Total eligible costs of the Action (7+8)												

Source of Funding	% of Total Costs
European Commission contribution	
Other contributions	
Interests accrued	
<b>Total financial contributions</b>	

Start date of project :  
 End date of project :

Please indicate exchange rates used (exchange rate, month, year)

Name and signature of the accountant

Name and signature of the person responsible for the contract

**IMPORTANT:** Description column use to determine exact kind of expenditure with sufficient data to enable proper checking.