

## SHER – Joint/Double Degree Programme (Phase 1<sup>1</sup>)

### SHER Financial Guidelines (Phase 1): Budget and Financial Report Summary

#### 1. General Requirements

- Programme costs must occur within the programme period; expenses before or after are ineligible.
- Maximum grant: €10,000.
- Unused funds must be refunded to WUS Austria.
- Financial report is due with the end of the period

#### 2. Financial Report Requirements

- All expenses require detailed justification and supporting documentation (invoices, proof of payment, etc.).
- Invoices must include issuer details, date, description of goods/services, amount, and proof of payment.
- Invoices must be in German or English (or include meaningful translations).

#### 3. Eligible Costs

- **Staff Costs:** Fees for experts related to accreditation and programme development. Documents: service contracts, copy of the service provided, invoices, proof of payment.
- **Travel/Subsistence Costs:** For partner staff only, based on Austrian RGV guidelines. Includes airfare, subsistence rates, and visa costs. Documents: travel bills, boarding tickets, invoices, proof of payment.
- **Workshop Costs:** One catering per event day. Documents: agenda, signed participant list, invoices, proof of payment.
- **Printing/Publishing Costs:** For materials, websites, or promotions. Documents: invoices, proof of payment.
- **Other Costs:** Translation, mailing, communication, and necessary office supplies. Documents: invoices, proofs of payment.
- **Overhead costs:** Max. 5 % of the eligible direct costs. No invoices required.

<sup>1</sup> There will be specific guidelines for phase 2



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#### 4. Ineligible Costs

- Excessive/extravagant expenses.
- Costs outside eligibility period or covered by other funding.
- VAT (unless unrecoverable under national laws).
- Hospitality exceeding one catering per workshop day.
- Furniture, vehicles, and similar items.

#### 5. Payment Schedule

- 85% upon contract signing.
- 15% after programme objectives are met and all invoices are submitted.

For more details, contact the SHER Programme Office: **+383 38 241 472**, Prishtina, Kosovo.