



Middle East and North Africa

Practical aspects and running of the project

Ivan Dyukarev, University of Deusto

Third General Meeting

Nicosia, 15-19 February 2015



Tempus



Agenda

Progress to date

- Workplan
- Tasks
- Next meeting

Procedures

- Travel costs
- Staff costs
- Reports

Running of the project

Running of the project

- Progress to date - Workplan
- Tasks
- Next meeting

Running of the project

Tasks

- Finalizing Subject Area Report – Reference Points
- Developing Degree Profiles
- Developing Programmes

Running of the project

Next meeting

University of Malta

Valletta, Malta, 27 September – 01 October 2015

Arrival 27 September 2015

Working days 28-30 September 2015

Departure 01 October 2015

Procedures

Travel costs

IMRs – prepared by UD management team after each meeting

Revised and signed by participants on the next meeting

Procedures

Keep original invoices of visa and health insurance costs, photocopy of the passport page with visa, and any other invoices for eligible travel costs. If invoice is written in language other than English, please provide translation in English on separate sheet.

On your return, in order to ensure reimbursement in case of postage loss, **scan all** above-mentioned **documents** together with **outbound boarding passes**, fulfilled “Travel Expenses Form” and “Bank Detail Form (Staff)”, and **send them by e-mail** to Maida Marty (maida.marty@deusto.es) and Margarethe Macke (margarethe.macke@deusto.es).

Send original copies of invoices and outbound boarding passes by regular post, no later than 15 March 2015, to the following address:

Margarethe Macke
International Tuning Academy
University of Deusto
Avenida de las Universidades 24
48007 Bilbao
Spain

Reimbursement will be made after receiving original invoices and outbound boarding passes, by means of bank transfer. Please note that Spanish bank do not charge any tax for the transfer. Please check conditions of your bank account for receiving transfer in Euro. If your account is not in Euro, your bank can charge you different taxes, including currency exchange.

In order to avoid excessive tax payments, reimbursement of your travel expenses can be transferred jointly with your staff costs payment at the end of the year. If you prefer this option, please state it in the email with scans of your travel expenses.

No invoices/expenses will be accepted after 15 March 2015.

Procedures

Staff costs

Sum of the annual payment = total sum per institution (PA) / 3

Documents:

Institutional Expenses

Staff convention

Time sheets

Institutional policy on remuneration (salary daily rate)

Declaration on formal employment relationship

Procedures

Staff costs

Modalities of the payment:

To the personal bank account

To the institutional bank account

In second case, justification on the payment to staff is required after the transfer

Procedures

Reports

In place of 3 annual reports:

Intermediate report – deadline 01 May 2015

Final report – deadline 01 November 2016

Thank you!