

COST STATEMENT: Details by Category (euro/currency)

(reporting period No__)

for the period from _____

to _____

Project Title :

Contract No:

Name of *principal contractor/member*¹:to (Name of *principal contractor*)

Currency (euro/currency) in which account is kept:

PERSONNEL

Name ²	Title (Mr / Ms)	Category ³	Status ⁴ (P / T / [I])	Occupation ⁵ (FT / PT)	Number ⁶ of person-hours	Hourly Personnel rate ⁷	Personnel Amount
					A	B	Col. A x B
Total							

TRAVEL AND SUBSISTENCE

Name ²	Destination (City, Country)	Dates	Purpose of Travel	Amount ⁸

COMPUTING⁹

Type of computing costs	Description	Amount ⁸

- Delete as necessary.
- Full names of individuals working on the *project* whose costs are declared.
- Clearly identifiable to *participant*'s personnel records.
- Insert "P" for permanent employees, "T" for temporary employees and "I" for in house consultants. [Clearly identifiable to *participant*'s personal records.
- Indicate the occupation status of the individuals, by inserting "FT" for full-time and "PT" for part-time occupation. [Clearly identifiable to *participant*'s personnel records].
- Time declared must be clearly identifiable to *participant*'s time maintenance [and personnel records]
- The personnel rate comprises the elements specified in Article 8(1) of Annex II to the contract. It must be consistent with the units in column A.
- Net amount only. Do not include any indirect taxes, sales taxes or customs duties.
- See Article 18(4) of Annex II to the contract.

SUBCONTRACTING¹⁰

Subcontractors	Description	Amount ⁸

OTHER SPECIFIC COSTS¹¹

Description and supplier name if applicable	Amount ⁸

10. Attached certified copies of invoices with reference to the *subcontract*.

11. See Article 18(5) of Annex II to the contract.