

Project Implementation Seminar

Eligibility exercise



For each invoice your task is to:

- Decide the correct budget line
- List the needed supporting documents
- Consider the eligibility (assuming that all supporting documents are provided)
- Write down any other comments

The sample includes 7 invoices for period 2 report of the partner.

Get familiar with the application incl. budget and the report beforehand.

For the sake of exercise, the content of the project does not need to be assessed, or even be realistic.



Project CB999 CleanWater
Partner PP2/Tallinn Technical University /EST
Period 2 January - June 2018

Budget

Staff Costs	20 090
Sulev Talve, project coordinator, full time	13 390
Arvo Karu, researcher, 45% work load	6 700
Office and Administration	3 014
Travel	1 800
project meeting (2 persons)	800
European WWT summit (2 persons), Stockholm	1 000
External Expertise and Services	4 900
Feasibility study	4 500
Catering at workshops	400
Equipment	10 000
Mobile phones, 2 pcs	500
Filtering equipment	9 500
Infrastructure and Works	0
TOTAL	39 804

WP Management

Application: All PPs will attend partner meetings organised by LP.

Report: LP organised partner meeting in Helsinki 15.-16.2.2018 where among other things the first reporting was discussed.

WP2 Phosphorous removal

Application: Feasibility study to carry out to establish suitable solutions for removing phosphorus from natural waters in the project area. Based on the results relevant equipment is purchased and tested first in laboratory and then installed in the hot spots where phosphorus needs to be removed from the natural waters.

Report: Experts met twice in Tallinn to first to discuss the method for the feasibility study and secondly to analyse the research results. Meetings took place 23.1.2018 9-13 and 18.4.2018 9-17. Equipment was purchased to start testing the chosen filtering systems in laboratory.





Invoice paid 14.2.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	1.2.2018
Number	8914135
Ref.number	45489141358623
Due date	14.2.2018

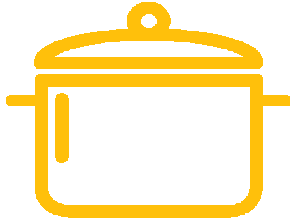
	Quantity	á price (VAT% 0)	total (VAT% 0)	VAT %	total with VAT
Travellers: S. Talve, A. Karu					
STAR 15.2.2018 7:30 - 9:30	2	32,00 €	64,00 €	0 %	64,00 €
Tallinn - Helsinki					
STAR 16.2.2018 16:30 -18:30	2	32,00 €	64,00 €	0 %	64,00 €
Helsinki -Tallinn					

Price	128,00 €
VAT	- €
Total	128,00 €

To be paid	128,00 €
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ASTallink Group
Sadama 5/7
10111 Tallinn
Reg. Nr 10238429
VAT EE10238429

AS SWEDBANK
EE282200845712000901
HABAE2X



Invoice paid 16.2.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	1.2.2018
Number	854625
Ref.number	1254854625325
Your reference	CB999 CleanWater
Due date	16.2.2018

Service	Quantity	á price (VAT% 0)	total (VAT % 0)	VAT %	total with VAT
Lunch 23.1.2018	12	5,50 €	66,00 €	20 %	79,20 €

Price	66,00 €
VAT	13,20 €
Total	79,20 €

To be paid	79,20 €
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Lounamaja OÜ
Pärnu mnt 15
00216 Tallinn
Reg. Nr 11697877
VAT EE11697877

NORDEA AS
EE842333318000002810
NDEAEE2X



Invoice paid 27.2.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	7.2.2018
Number	1452
Ref.number	12145236
Due date	27.2.2018

Service	Quantity	á price (VAT% 0)	total (VAT% 0)	VAT %	total with VAT
Event date 23.1.2018					
Coffee	12	1,00 €	12,00 €	20 %	14,40 €
Blueberry pie	12	1,50 €	18,00 €	20 %	21,60 €

Price	30,00 €
VAT	6,00 €
Total	36,00 €

To be paid	36,00 €
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Coffee room OÜ
Pikk 15
00210 Tallinn
Reg. Nr 45874526
VAT EE45874526

Danske Bank AS
EE4260001501176276
DABAE2X



Invoice paid 31.5.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	16.5.2018
Number	12485795
Ref.number	3211248579525
Due date	31.5.2018

Service	Quantity	á price (VAT% 0)	total (VAT % 0)	VAT %	total with VAT
Phone number 056 489 685					
Period 1.2.-30.4.2018					
Monthly fee: SLIM package	3	15,95 €	47,85 €	20 %	57,42 €
Samsung J5	3	5,00 €	15,00 €	20 %	18,00 €
Cost of using the phone abroad				0 %	8,50 €
Phone number 056 754 586					
Period 1.2.-30.4.2018					
Monthly fee: SLIM package	3	15,95 €	47,85 €	20 %	57,42 €
Samsung J5	3	5,00 €	15,00 €	20 %	18,00 €

Price	125,70 €
VAT	33,64 €
Total	159,34 €

To be paid	159,34 €
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Telia Eesti AS
Mustamäe tee 3
15033 Tallinn
Reg. Nr 10234957
VAT EE10234957

SEB Pank
EE021010052037412007
EEUHEE2X



Invoice paid 31.5.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	2.5.2018
Number	58623154
Ref.number	1258623154458750
Due date	31.5.2018

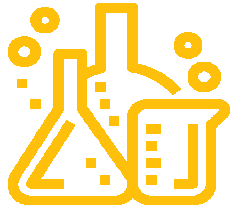
	Quantity	á price (VAT% 0)	total (VAT% 0)	VAT%	total with VAT
BUS 236 11.6.2018 6:30 - 10:35 Tallinn - Riga	2	36,20 €	72,40 €	0 %	72,40 €
BUS 584 13.6.2018 17:00 -21:20 Riga - Tallinn	2	36,20 €	72,40 €	0 %	72,40 €

Price	144,80 €
VAT	- €
Total	144,80 €

To be paid	144,80 €
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Ecolines AS
Prāgas iela 1
LV-1050 RIGA
Reg. Nr 40003149151
VAT LV40003149151

AS SWEDBANK
LV282200221580052901
HABALV22



Invoice paid 25.6.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	25.5.2018
Number	4587
Ref.number	23541245870021
Your reference	CB999 CleanWater
Due date	25.6.2018

Product	Quantity	á price (VAT% 0)	total (VAT % 0)	VAT %	total with VAT
PHOS RED complete set					
ITEM 54445-668	1	1 459,00 €	1 459,00 €	20 %	1 750,80 €
ITEM 41256-886	2	655,00 €	1 310,00 €	20 %	1 572,00 €
ITEM 41256-887	20	25,00 €	500,00 €	20 %	600,00 €
ITEM 41256-888	20	39,00 €	780,00 €	20 %	936,00 €
ITEM 54125-563	10	95,00 €	950,00 €	20 %	1 140,00 €
ITEM 54125-564	15	75,00 €	1 125,00 €	20 %	1 350,00 €
ITEM 32154-998	8	110,00 €	880,00 €	20 %	1 056,00 €
ITEM 32154-999	8	55,00 €	440,00 €	20 %	528,00 €

Price	7 444,00 €
VAT	1 488,80 €
Total	8 932,80 €

To be paid	8 932,80 €
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Tech LAB AS
Pärnu mnt 85
10216 Tallinn
Reg. Nr 54871236
VAT EE54871236

Coop Pank AS
EE523133318021004580
EKRDEE22



Invoice paid 2.7.2018

Tallinn Technical University
Ülikooli puiestee 24
00214 TALLINN

INVOICE

Date	18.6.2018
Number	854625
Ref.number	1254854625325
Your reference	CB999 CleanWater
Due date	2.7.2018

Service	Quantity	á price (VAT% 0)	total (VAT % 0)	VAT %	total with VAT
Reseach hours 1.1.-31.3.	10	75,00 €	750,00 €	20 %	900,00 €
Reseach report delivery date 12.4.	1	850,00 €	850,00 €	20 %	1 020,00 €
Research hours 1.4.-15.6.	5	75,00 €	375,00 €	20 %	450,00 €

Price 1 975,00 €
VAT 395,00 €
Total 2 370,00 €

To be paid 2 370,00 €

Phos expertise
Narva mnt 55
15014 Tallinn
Reg. Nr 10237832
VAT EE10237832

NORDEA AS
EE842333318000002810
NDEAEE2X

Eligibility exercise - Answers

Invoice	Budget line	Supporting documents	Eligibility*	Justification and other remarks
Tallink	Travel and accommodation	Agenda/ minutes of the meeting; Proof of payment	Eligible	Project meeting. Travel expenses claim usually proves the participation.
Lõunamaja	External expertise and services	Agenda / minutes of the meeting; List of participants; Proof of payment	In-eligible	Meeting duration 4 hours. Costs for lunch are eligible for a whole day meeting (minimum 6 hours including lunch).
Coffee room	External expertise and services	Agenda /minutes of the meeting; List of participants; Proof of payment	Eligible	Catering for project meeting.
Telia	Office and Administration	No supporting documents needed	Eligible	Included in the flat rate.
Ecolines	Travel and accommodation	Agenda/ minutes of the meeting; Proof of payment	In-eligible	This is a random ticket. No project activity reported.
Tech LAB	Equipment	Procurement documentation, at least price comparison; Contract /written agreement; Proof of payment	Eligible	Calculation for depreciation might be needed. Full cost can be reported if the equipment is part of investment - also publicity measures to be taken into account in that case.
Phos expertise	External expertise and services	Contract, written agreement; Proof of payment	In-eligible	Will be eligible in the next report, as the payment date is after the end of the reporting period 2. Need to avoid conflict of interest, even if the total value of the service is below 5.000 €

*for period 2 report