

## Erasmus+ Additional Support Financial Report Form

### Notes for Completing the Financial Report Form

This form should only be completed upon completion of your mobility period

1. There are **two tables** within this form that will need to be completed in full in order for your financial report form to be completed fully. Those tables "**Financial Report Form**" and the "**Proof of Expenditure**" sheet
2. Proof of expenditure is required for all costs. These costs should be set out in full on the "**Proof of Expenditure**" table
3. **Proof note:** all costs incurred must be converted into Euros and reported in Euros

Failure to do so will result in the rejection of your Financial Report. If your general accounts are not Euro based then you must convert costs incurred in another currency into Euros at the exchange rate taken from the date payment was made to you by UK National Agency

If your general accounts are Euro based then costs incurred in another currency must be converted into Euros in accordance with the exchange rate taken from the date payment was made to you by the UK National Agency

The above is in accordance with the Special Conditions of your Grant Agreement that form your contract with the British Council

4. Only costs approved in advance may be covered by the grant
5. Only costs incurred during the mobility period can be covered by the grant (unless otherwise agreed at application stage)
6. Costs can be paid up to the maximum amount approved in advance, the figure is given in your award letter
7. There is a section for reporting on how COVID19 may have affected the planned mobility, please be sure to answer each question should the planned mobility have been impacted by COVID19
8. **Please itemise the actual costs in the grid**, following the example below:

Category Please check your Grant Agreement and previous correspondence to confirm that category selected was originally awarded	Item	Cost in Euros	Date of Expenditure	Exchange Rate on the date of Payment from the UK NA
Accommodation	Cost for adapted living arrangements	€150.00	01/01/2021	£1 = €1.12189

Please submit this report, duly completed, and signed, within 30 calendar days of the end date of the mobility period. Please also note that the approval of the report is conditioned by the submission of the supporting documents listed under section 2: Declaration of expenditure. Where the expenditure is less than the grant amount, we shall issue an invoice for repayment of the difference according to normal Erasmus+ rules.

<b>Financial Report Form</b>			
<b>Organisation Information</b>			
Project Code:			
Sending Organisation:			
Erasmus+ Coordinator Name:			
Erasmus+ Coordinator Email Address:			
Disability Coordinator Name:			
Disability Coordinator Email Address:			
<b>Mobility Information</b>			
Participant Name:			
Mobility Period Actual Start Date:		Mobility Period Actual End Date:	
Mobility Location:			
<b>Proof of Expenditure</b>			
<p>Please be aware; all costs incurred must be converted into Euros and reported in Euros. Failure to do so will result in the rejection of your Financial Report. If your general accounts are not Euro based then you must convert costs incurred in another currency into Euros at the exchange rate taken from the date payment was made to you by the UK National Agency.</p> <p><b>If your general accounts are Euro based then costs incurred in another currency must be converted into Euros in accordance with the exchange rate taken from the date payment was made to you by the UK National Agency.</b></p> <p>The above is in accordance with the Special Conditions of your Grant Agreement that form your contract with the British Council.</p>			
<p><b>Items to be funded on the basis of real costs incurred - please include proof of expenditure for all costs using the exchange rate from the date payment was received from the UK NA.</b></p> <p style="text-align: center;"><a href="#">European Commission Daily Exchange Rates</a></p>			



<b>Mobility Comments, Observations and Suggestions</b>		
<b>General Comments</b>		
Please provide any further comments and suggestions for improvement with regard to future measures, administrative procedures, level of funding, etc.:		
<b>COVID19 Section</b>		
Please provide a response to the below questions if the planned mobility was affected by COVID19.		
Did the participant return early from their scheduled mobility period?		
Did the participant delay the start of their mobility and remain in the UK longer than anticipated at application stage?		
If you selected "Yes" to either of the above questions please provide the amended mobility dates:	Start Date:	
	End Date:	
Did the participant contact the DSA to continue funding for the additional time spent in the UK?		
Please add any further comments you may have on the impact of COVID19 upon the originally planned mobility period:		

### Signatory Section

The below Grant holder's declaration must be signed by the participant who took part in the mobility period and by the staff member submitting this report. Both signatures must be supplied for this declaration to be considered valid, any submission missing either of the requested signatures will be rejected on the basis of incompleteness.

**The signatory section can be completed either with an original or digital / electronic signature. Typed signatures will not be accepted.**

We, the undersigned, certify that the information contained in this Financial Report is correct to the best of our knowledge:

Participant Name:	
Participant Signature:	
Date of Signing	

Staff Member Name:	
Staff Member Signature:	
Date of Signing:	

### Further Guidance on Submitting Supporting Documents

Additional documents (receipts, invoices, boarding passes, confirmation of specific payment arrangements, etc.) must be submitted with this Financial Report form. Any costs incurred that are not evidenced by receipts / other supporting documents will not be reimbursed by the UK National Agency and may result in a recovery being made against the sending organisation.

**In order to assist our Team, please quote your Erasmus+ Higher Education Project Reference and the name of the Student or Staff Member on whose behalf you are managing an Additional Support grant for in all correspondence.**

All receipts must be clearly legible and relate to costs incurred for items that the UK National Agency has previously agreed to fund, these costs must be set out on this Financial Report form.

This form and all supporting documents and receipts must be returned via email to:  
[Erasmusplus.AdditionalSupportHE@BritishCouncil.Org](mailto:Erasmusplus.AdditionalSupportHE@BritishCouncil.Org)

Please ensure that you return the form as soon as possible upon conclusion of the approved mobility period.