## **TIPS &TRICKS**

In the cell corresponding to "Currency (ISO code)", don't forget to choose between one of Value in the drop down list. If yours is not present, add it Manualy in the cell.

### Add new pages

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#### **Insert New Line** Add a New Page LIST OF SUPPORTING DOCUMENTS Add a New Page \*For unique deliveries only indicate the end date. \*For exponditure not set paid, please concult http://ec.europa.eu/badget/inforeuro/index.cfm?language=m and use the rate of the month you are drawing the financial statement. PLEASE USE A SEPARATE TABLE FOR EACH SUB-SECTION OF THE BUDGET (i.e. Section 3s. 3b. 4s. 4b. 5c1. 5c2. 6s. 6j. 6k. etc.). RELEVANT TO THE EXPENDITURE YOU DECLARE. If other Name of the cothan Date of delivery of goods or services organiser/partner responsible for the action Amount in National currency EURO PAID Invoice N Amount in Invoice N ezchange (in the EURO - I rate<sup>3</sup> Budget (given by Date of Name of the supplier of Subject bookeeping (As in the either goods or services Currenc Section issue of the Final supplier) y (ISO code) drawnia frank Amount Declare beneficiary) Deducted Statment) (tick here if (where applicable, name of persons concerned) Start date End date (including Currency / I (dd.mm.yy) VAT VAT) 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0,00 0.00 0,00 0,00 0.00 从 Cut 0,00 0,00 🛅 ⊆ору 0,00 0,00 Paste 0,00 Paste Special... Total Net in EURO Insert 0,001 <u>D</u>elete Clear Contents

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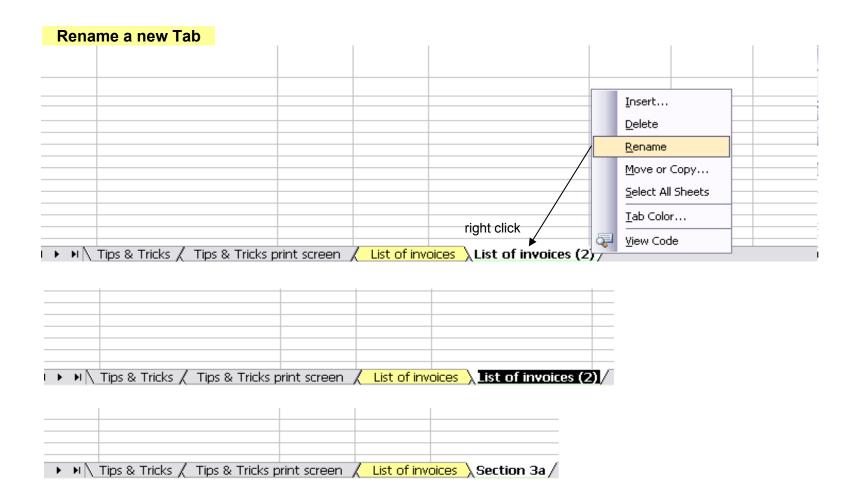
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#### Annex

## **LIST OF SUPPORTING DOCUMENTS**

PLEASE USE A SEPARATE TABLE FOR EACH SUB-SECTION OF THE BUDGET (i.e. Section 3a, 3b, 4a, 4b, 5c1, 5c2, 6a, 6j, 6k etc.), RELEVANT TO THE EXPENDITURE YOU DECLARE.

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<sup>&</sup>lt;sup>1</sup> For unique deliveries only indicate the end date.

<sup>2</sup> For expenditure not yet paid, please consult: http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en and use the rate of the month you are drawing the financial statement.