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 <u>Manualy</u> in the cell.

Add new pages
If you want to add new blank page to complete a new section, you can use the shortcut : Ctrl+q or use the buton Add a New page on the top right of the sheet

Annexe 2

LIST OF SUPPORTING DOCUMENTS

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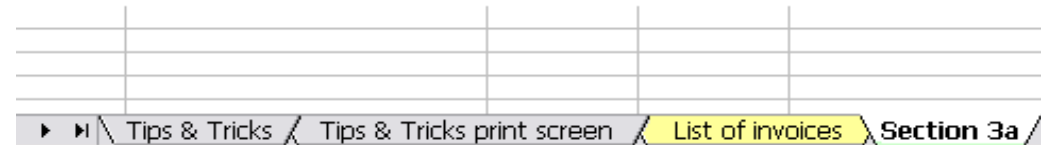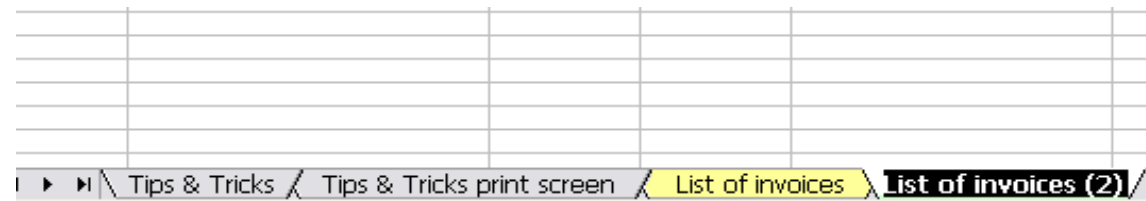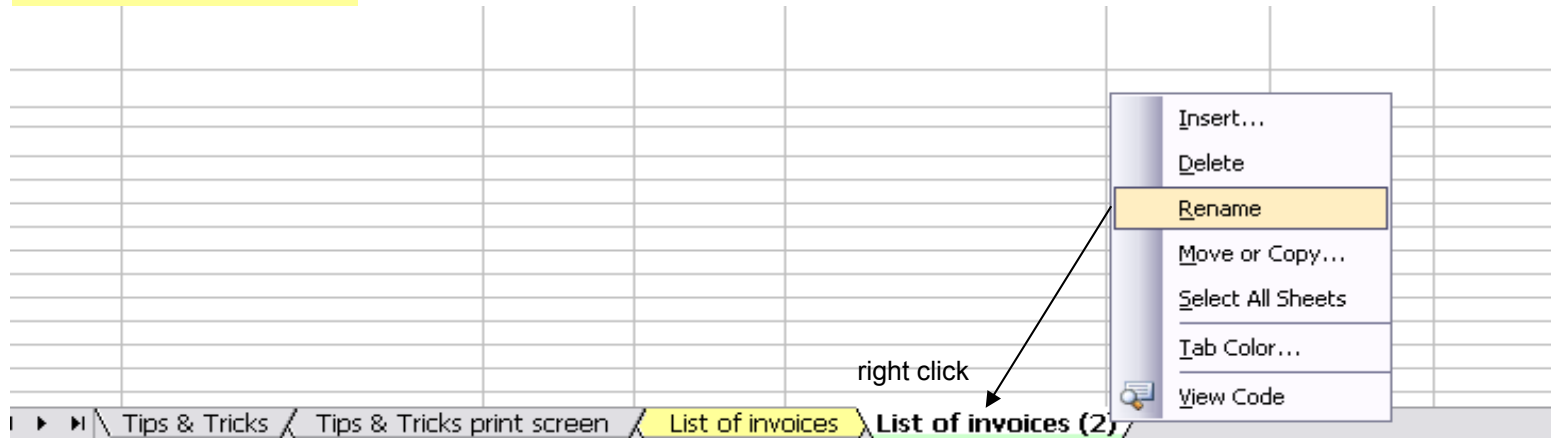
¹ For unique deliveries only indicate the end date.
² For expenditure not yet paid, please consult: http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en and use the rate of the month you are drawing the financial statement.

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.

| Budget Section | Name of the co-organiser/partner responsible for the action (where applicable, name of persons concerned) | Date of delivery of goods or services¹ | | Subject | Invoice N° (given by the supplier) | Invoice N° (in the bookkeeping of the beneficiary) | Date of issue | Name of the supplier of either goods or services | Amount in National currency | | | | If other than EURO exchange rate² | Amount in EURO - I (As in the Final Statment) | PAID |
		Start date (dd.mm.yy)	End date (dd.mm.yy)						Currency (ISO code) please extract from the drop-down list or add manually	Amount (including VAT)	Deducted VAT	Declared amount	Currency / I		(tick here if appropriate)
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Total Net in EURO

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Annexe 2
LIST OF SUPPORTING DOCUMENTS

For minor deliveries only indicate the end date.

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.

PLEASE USE A SEPARATE TABLE FOR EACH SUB-SECTION OF THE BUDGET (i.e. Section 1a, 3b, 4a, 5c1, 5c2, 5a, 6i, 6ii etc.) RELEVANT TO THE EXPENDITURE YOU DECLARE.

Budget Section	Name of the co-organiser/partner responsible for the action (where applicable, name of persons concerned)	Date of delivery of goods or services¹		Subject	Invoice N° (given by the supplier)	Invoice N° (in the bookeeping of the beneficiary)	Date of issue	Name of the supplier of either goods or services	Amount in National currency				If other than EURO exchange rate²	Amount in EURO - I (As in the Final Statement)
		Start date (dd.mm.yy)	End date (dd.mm.yy)						Currency (ISO code)	Amount (including VAT)	Deducted VAT	Declared amount	Currency / I	
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Total Net in EURO: 0,00

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Annexe 2

LIST OF SUPPORTING DOCUMENTS

Add a New Page

¹ For unique deliveries only indicate the end date.
² 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.
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.

| Budget Section | Name of the co-organiser/partner responsible for the action | Date of delivery of goods or services¹ | | Subject | Invoice N° (given by the supplier) | Invoice N° (in the bookeeping of the beneficiary) | Date of issue | Name of the supplier of either goods or services | Amount in National currency | | | | If other than EURO exchange rate² | Amount in EURO - I (As in the Final Statment) |
	(where applicable, name of persons concerned)	Start date (dd.mm.yy)	End date (dd.mm.yy)						Currency (ISO code) please select from the dropdown list or add manually	Amount (including VAT)	Deducted VAT	Declared amount	Currency / I	
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Tips & Tricks / Tips & Tricks print screen / List of invoices \ List of invoices (2)/

Tips & Tricks / Tips & Tricks print screen / List of invoices \ List of invoices (2)/

Tips & Tricks / Tips & Tricks print screen / List of invoices \ Section 3a /

<u>**Annex**</u>

LIST OF SUPPORTING DOCUMENTS

[1] For unique deliveries only indicate the end date.
[2] 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.
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.

Budget Section	Name of the co-organiser/partner responsible for the action (where applicable, name of persons concerned)	Date of delivery of goods or services[1]		Subject	Invoice N° (given by the supplier)	Invoice N° (in the bookeeping of the beneficiary)	Date of issue	Name of the supplier of either goods or services	Amount in National currency				If other than EURO exchange rate[2]	Amount in EURO - EUR (As in the Final Statement)	
		Start date (dd.mm.yy)	End date (dd.mm.yy)						Currency (ISO code) please select from the dropwn list or add manually	Amount (including VAT)	Deducted VAT	Declared amount	Currency / EUR		(ti ap
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Total Net in EURO
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