

COST STATEMENT: Details by Category (euro/currency)

for the period from _____

to _____ (reporting period No. ___)

Cost basis¹: _____

Project Title:

Contract No:

Name of principal contractor / assistant contractor²:

to

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

PERSONNEL AND OVERHEADS

Coo ³	Name ⁴	Title (Mr / Ms)	Category ⁵	Status ⁶ (P / T / (I))	Occupation ⁷ (FT / PT)	Number ⁸ of person-hours	Hourly Personnel rate ⁹	Hourly Overhead Rate ¹⁰	Personnel Amount	Overheads Amount ¹¹
						A	B	C	Col. A x B	Col. A x C
Totals										

TRAVEL AND SUBSISTENCE

Coo ³	Name ⁴	Destination (City, Country)	Purpose of Travel	Amount ¹²
Total				

DURABLE EQUIPMENT¹³

Coo ³	Description	Procurement (P / L) ¹⁴	Cost/Value ¹⁵	Date of invoice	Depreciation 36/60 months	% Allocation to Project ¹⁶	Amount ¹²
Total							

SUBCONTRACTING¹⁷

Subcontractors	Description	Amount ¹²
Total		

OTHER SPECIFIC COSTS¹⁸

Coo ³	Description and supplier name if applicable	Amount ¹²
Total		

1. Insert as appropriate: FC (Full costs); FF (Full costs - Flat-rate); AC (Additional costs).
2. Delete as necessary.
3. Insert "C" for coordination cost entries. This column is exclusively reserved for the *project coordinator* - see Article 2(1) of Annex II to the contract.
4. Full names of individuals working on the *project* whose costs are declared.
5. Clearly identifiable (e.g., engineer, researcher, technician, administrator, clerk, cost centre, department, etc.).
6. Insert "P" for permanent employees, "T" for temporary employees and "I" for in-house consultants.
7. Indicate the occupation status of the individuals, by inserting "FT" for full-time and "PT" for part-time occupation.
8. Time declared must be clearly identifiable to *contractor's* time maintenance.
9. The personnel rate comprises the elements specified in Article 23(1) of Annex II to the contract. It must be consistent with the units in column A.
10. Overheads principles are specified in Article 24 of Annex II to the contract. The rate must be consistent with the units in columns A and B. This column should be left blank by *contractors* on a FF Full costs or Additional costs basis.
11. Only if the *contractor* uses the FC Full costs basis.
12. Net amount only. Do not include any indirect taxes, sales taxes or customs duties.
13. For eligible costs calculation see Article 23(2) of Annex II to the contract. Unless special conditions.
14. For purchased durable equipment insert "P" and for leased durable equipment insert "L". The eligible cost in case of leasing may not exceed the costs that would have been incurred in case of purchase, taking account of the formula in Article 23(2), fourth subparagraph, of Annex II to the contract.
15. Insert the net cost (excluding indirect taxes, sales taxes or customs duties) for purchased durable equipment. For leased equipment, insert the value thereof.
16. Percentage use of durable equipment on the *project*.
17. Attach certified copies of invoices with reference to the *subcontract* and providing a detailed description of the tasks or supply concerned to support costs declared.
18. See Article 23(8) of Annex II to the contract.