

Financing mechanism for the matchmaking event in Oslo, Norway

The financing and reimbursement of the costs shall strictly follow the principles of economy, efficiency and effectiveness.

1. Financing rules for the costs of the Slovak participants

1.1 Costs categories and lump sums

For financing the participation costs of the partners from Slovakia an overall **lump sum in amount of 800 EUR per participant** shall be applied. The lump sum covers compensation for accommodation, meals, travel insurance, local transport travel within the place of the event, local transport to and from the airport, other necessary extra expenses as well as the travel costs from the location of participant to the place of the event and back.

1.2 Description of the funding procedure

- An agreement on cooperation and reimbursement of the costs is to be signed between the PO and the participating municipality;
- The costs of the Slovak participants will be pre-financed by the municipality;
- After the event, the municipality issues an invoice and submits it to the PO along with the relevant supporting documents proving the substance of the costs. The invoice shall meet all requirements of a tax document according to the relevant Slovak legislation act.
- After receiving the invoice, the PO performs a formal check of the invoice and asks for completions, if necessary.
- When the invoice meets all requirements, the PO reimburses the costs from the Bilateral fund bank account to the bank account of the municipality.
- All details including the necessary supporting documentation to the invoice as well as the bank account of the municipality will be set in the agreement on cooperation and reimbursement of the costs.

2. Financing rules for the costs of the participants from the donor countries

There are two main costs categories of the eligible expenditures related to participation at the event: travel allowance (per diems) and travel costs. In both categories the lump sum method shall be applied. The costs have been separated and different lump sum regimes set in order to fairly consider different factors having impact on the costs of participants such as distance, necessity for overnight stay etc.

2.1 Costs categories and lump sums

Cost category - travel allowance (per diems)

For financing of the travel allowance (per diems), **with the exception of the travel costs**, the lump sum covers compensation for accommodation, meals, travel insurance, local transport travel within the place of mission and necessary extra expenses, i.e. all expenses excluding the travel costs. The basic value of the lump sum is determined according to the rates set by the European Commission at:

https://ec.europa.eu/europeaid/sites/devco/files/perdiems-2017-03-17_en.pdf.

Having regard to the different distances to and from the place of the event and the need for the overnight stay the lump sum method is set for two different occasions:

Lump sum provided for each day of the mission with the overnight stay:	275 EUR
Lump sum provided for each day of the mission without the overnight stay (50%):	138 EUR

Cost category - travel costs

Contribution for the travel costs of the participants from their location within the country to the place of the event and back is calculated as unit cost based on the travel distance. The travel distance shall be calculated using the distance calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

The following unit costs are applied for the different distance categories:

Zone	Distance (according to the calculator)	Unit cost
I.	10 – 99 km	30 €
II.	100 – 499 km	230 €
III.	500 – 1 999 km	340 €
IV.	2000 – 2 999 km	450 €
V.	3000 – 3 999 km	660 €
VI.	4000 – 7 999 km	1 030 €

The one-way distance between the start and final destination are used to calculate the amount of the return trip allowance. **The unit costs apply for the return trips.**

2.2 Description of the funding procedure

- An agreement on cooperation and reimbursement of the costs is to be signed between the PO and the DPP;
- The costs of the partners from the donor countries related to participation at the event will be either pre-financed or refunded by the DPP;
- After the event, the DPP issues an invoice and submits it to the PO along with the copies of relevant supporting documents proving the substance of the costs. The invoice shall meet all requirements of a tax document according to the relevant legislation act;
- After receiving the invoice, the PO performs a formal check of the invoice and asks for completions, if necessary;
- When the invoice meets all requirements, the PO reimburses the costs from the Bilateral fund bank account to the bank account of the DPP;
- All details including the necessary supporting documentation to the invoice as well as the bank account of the DPP will be set in the agreement on cooperation and reimbursement of the costs.