

List of documents to be submitted

(Usable if the corresponding item was included in the budget):

Type of costs	Type of documents to be submitted
Mobility expenses:	
Flat rate mobility payment for travel to Germany or to the Baltic States <ul style="list-style-type: none"> • Based on the flat rate payment 	<ul style="list-style-type: none"> • Proof of the start of the trip (boarding passes, train or bus tickets, fuel receipts, etc.) • Payment orders of the flat rate from university to person • List of funded persons
Mobility within/between the Baltic States and within Germany <ul style="list-style-type: none"> • Based on the actual cost 	<ul style="list-style-type: none"> • All receipts (boarding passes, plane, train and bus tickets, fuel receipts, etc.) • Payment orders from university to person or company • Payment orders from person to company • List of funded persons
Subsistence expenses:	
Subsistence expenses for the stay of participants from the Baltic States and from Germany in Germany (daily rate)	<ul style="list-style-type: none"> • Proof of the start and the end of the trip (boarding passes, train or bus tickets, fuel receipts, etc.) • Payment orders of the flat rate from university to person • List of funded persons
Subsistence expenses for the stay of participants from the Baltic States and from Germany in the Baltic States	<ul style="list-style-type: none"> • Proof of the start and the end of the trip (boarding passes, train or bus tickets, fuel receipts, etc.) • Payment orders of the flat rate from university to person • List of funded persons
Other expenses:	
Catering expenses	<ul style="list-style-type: none"> • Copies of invoices, receipts and/or contracts • Copies of handover protocol (if agreed in contract) • Payment orders from university to company (or person)

	<ul style="list-style-type: none"> • Payment order from person to company
Honorarium <ul style="list-style-type: none"> • Fees for NON-MEMBERS of one of the participating institutions in the project • No more than 20% of the requested project financing 	<ul style="list-style-type: none"> • Copies of fee contract or company contract • Copies of handover protocol (if agreed in contract) • Payment orders from university to person
Administrative expenses	<ul style="list-style-type: none"> • Copies of invoices or receipts • Payment orders from university to company or person • Payment orders from person to company
Printing expenses	<ul style="list-style-type: none"> • Three cost estimates for expenditures for print products over 1000 € • Copies of invoices, receipts and/or contracts • Copies of handover protocol (if agreed in contract) • Payment orders from university to company
Expenses for publicity work	<ul style="list-style-type: none"> • Three cost estimates for expenditures for publicity work over 1000 € • Copies of invoices, receipts, contracts • Copies of handover protocol (if agreed in contract) • Payment orders from university to company or person • Payment orders from person to company
Laboratory work and materials <ul style="list-style-type: none"> • No more than 1500 € 	<ul style="list-style-type: none"> • Copies of invoices, receipts, contracts • Copies of handover protocol (if agreed in contract) • Payment orders from university to company
Other	<ul style="list-style-type: none"> • Copies of invoices, receipts, contracts • Copies of handover protocol (if agreed in contract) • Payment orders from university to company or person • Payment orders from person to company