**Documents to be attached to the payment request**

|  |  |
| --- | --- |
| **Travel Costs** | **Supporting documents** |
| Lump sums for travel costs | Documents connecting the persons travelling with the organization who applied for the grant (labour/collaboration/volunteer contract/etc.) |
| Boarding passes |
| Travel report approved by the legal representative of the applicant |
| Photos |

|  |  |
| --- | --- |
| **Participation costs** | **Supporting documents** |
| Participation fees | * Invoice / Receipt
 |
| * Bank statement / Receipt
 |
| * Photos
 |

|  |  |
| --- | --- |
| **Service Costs** | **Supporting documents** |
| Procurement dossier | Note concerning the estimated value (estimated value updated at the time of purchase) |
| Contract / Order |
| Statement of the applicant regarding the conflict of interest |
| Financial documents | Invoice |
| Bank statement / Receipt |
| List of signatures for participants |
| Handover / acceptance minutes  |
| Photos |
| Other relevant documents |

**INSTRUCTIONS regarding the template of supporting documents**

The invoices issued (pro-forma invoice is not accepted) shall comply with the following requirements:

* include the detailed presentation of the provided service;
* respect the template provided by the legislation in force and are filled in accordingly;
* the date indicated on the invoice should not be previous to the date of signing the grant contract;
* include the identification details of the service provider;
* have the stamp of preventive financial control of the beneficiary, if applicable;
* have the specification ”Approved for payment” written on by the beneficiary;
* have the specification „certified for accuracy, conformity and legality” written on by the beneficiary;
* have the specification „according to the original” and „Financed by EEA Financial Mechanism - PA16/RO12” written on by the beneficiary;
* the calculations on the invoice are mathematically correct;
* indicate the exchange rate used for conversion.

The statements of account shall comply with the following requirements:

* is dated and stamped by the beneficiary’s bank (treasury);
* certify, in terms of value and date, the execution of payments from the corresponding payment documents.

The receipts shall comply with the following requirements:

* have the identification details of the provider of services;
* the amount on the receipt shall be the same as the amount on the invoice.