

Fund for bilateral relations - Measure B-2
Collaboration and exchange of experience

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

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 - PA17/RO13" 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); in the case of potential applicants from the Donor States, the document shall **only** be signed by the legal representative of the applicant;
- certify, in terms of value and date, the execution of payments from the corresponding payment documents.

DOCUMENTS

Fund for Bilateral Relations - Measure B-2: Collaboration and exchange of experience
PA17/RO13 Promotion of diversity in culture and arts within European cultural heritage

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.