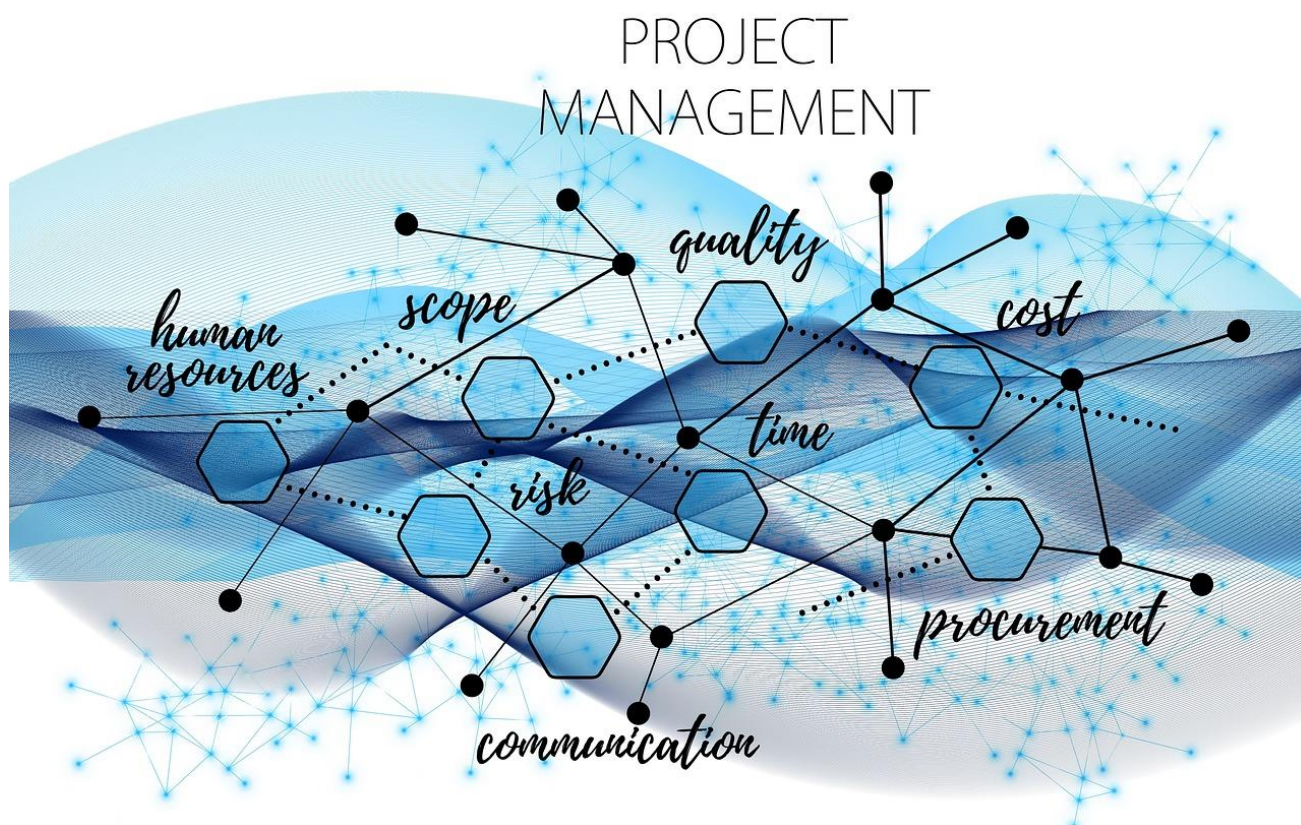




**“Game based learning to validate pre-employment skills
and to foster digital competence of low skilled and
marginalized students to foster better transition to the
labour market” (EMPLOGAME)**

Erasmus+ programme, School education project, KA220,

Agreement: 2022-1-ES01-KA220-SCH-000085050

WP1: Project Management

Result 1 “Project management strategy”

Version 1

November, 2022



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1. Who is this handbook for?

This project handbook is designed to project partners under the EMPLOGAME project partnership to run their activities and responsibilities in line with the Erasmus+ programme guide for 2022 and projects' grant agreement with Spanish National Agency - SEPIE.

This handbook is a guidance document only and is designed to provide information to support the EMPLOGAME Grant Agreement (including all associated annexes) and the 2022 Programme Guide.



The project Grant Agreement and the Programme Guide are the primary documents you should refer to and need to comply with.

Should any information in this handbook differ from either the Grant Agreement or the Programme Guide, the content of the Grant Agreement, its annexes and the Programme Guide will take precedence.

2. General Definitions

Erasmus+ Programme (E+):	A programme funded by the European Commission from 2014 onwards, which offers a range of funding opportunities for organisations actively involved in delivering education, training, youth and sport activities.
Accompanying	A person who accompanies participants on placement. Such individuals are eligible for financial support under the programme. It should be noted that accompanying persons are not regarded as participants.
Beneficiary	Any organisation declaring its intention to submit a proposal for transnational cooperation in accordance with the established programme procedures. The applicant organisation becomes the grant beneficiary when the proposal is approved and then assumes overall responsibility for carrying out the project.
Deliverable / Output	Substantial, high quality tangible outputs of a project such as open educational resources, curricula, IT tools or other pedagogical materials.
Legal Representative:	An individual person authorised within the beneficiary organisation to sign legally binding documents

3. Organisation and partner roles

To ensure that all parties involved are committed to delivery of a high quality project, all roles and responsibilities need to be clearly agreed and outlined in contracts or partnership agreements. Some areas for partners to consider implementing a high quality project include:

- Ensuring a strong and committed partnership is in place prior to project implementation.
- Ensuring that the training content is relevant to the needs of participants as well as meeting the objectives of key action 2 – Partnerships between organisations and institutions.
- Ensuring that there are clear and appropriate monitoring arrangements in place.
- Ensuring that you have clear management strategies in place, with appropriate personnel responsible for managing the project.
- Having clear financial reporting mechanisms and an appropriate accounting system in place to ensure all evidence of expenditure is recorded (prior to inputting information onto the Beneficiary module).
- Having quality control measures in place to allow you to evaluate the impact and the progress of the project on an ongoing basis and ensure appropriate action is taken if required within the project budget and project timeframe.
- Having a (smart) dissemination plan in place to ensure that all parties disseminate project results to the relevant target groups, using appropriate channels at different stages of the project.
- Ensuring that participants are supported with relevant preparation prior to placement and practical support available throughout the period of the project.

4. Project Changes

The EMPLOGAME project has been approved by the Spanish Service for the Internationalisation of Education (SEPIE) based on information provided in the original grant application. If you need to make any changes to your project, the Coordinator should notify SEPIE immediately and before any changes are implemented.

All partners should note that the SEPIE is not obliged to approve changes to the project. As such, partners should not action any changes until you have received written confirmation from the SEPIE (verbal agreements are not binding from either party). Should you proceed with these changes before receiving authorisation to do so, the SEPIE has the right to request repayment of the corresponding part of your grant.

Any request for amendment must be received by the SEPIE in good time (the latest possible is six months before the project end). The SEPIE usually require notification at least one month before the intended implementation of the changes in order to allow sufficient time for approval. The SEPIE is unable to process an amendment request during the last month of your project activity; this is in accordance with European Commission guidance. Therefore, partners should therefore ensure that your project is on track and that no changes need to be made in the final stages of the project.

A change to any project's contact person, legal representative or to any organisation's bank details is not regarded as an amendment to the original grant application. Therefore, should if the project needs to make any of these changes, please notify the SEPIE Project Officer by email. Then, the SEPIE will provide further guidance. Any communication with the SEPIE could be initiated only by the Project Coordinator.

5. Grant financial management

An Erasmus+ grant is an incentive to carry out a project which would not be feasible without European Union (EU) financial support, and is based on the principle of lump sums. For further information, please follow the guidelines in the following link:
<https://share.google/fbbNkdpWNsnvG9WmF>.

No matter, that lump sum project receive full grant, co-financing/own contribution is also expected to be provided by the partners. It implies that the EU grant may not finance the entire costs of the project; the project must be funded by sources of co-financing other than the EU grant. The SEPIE cannot grant additional funds to projects after the allocation of funds to the project and issuing of your organisation's Grant Agreement. Examples for the co-financing are contributions in kind as well as activities such as translation of the project deliverables or extra time for involvement of additional representatives of the project target groups.

5.1 Unit Costs and Real Costs

While the project has been awarded a 'maximum grant amount', this does not necessarily mean that the project will be entitled to or receive this full sum. Erasmus+ grants are made up of a combination of unit costs and real costs. The project will only be eligible for unit costs and real costs for activities that are realised. The project Grant Agreement Annex II details each budget category as an underlined heading. For each budget category the grant agreement provides information on the following:

A. **The Calculation of the Grant Amount**

This information details how costs for that budget category are calculated.

B. **The Triggering Event**

This information details what needs to happen in order for the project to be eligible for each cost. E.g. Transnational Project Meetings: To claim the unit cost for a participant, the participant must actually travel and complete the mobility and attend the meeting as approved by the SEPIE. If the triggering event is not realised, the project would not be eligible for the Transnational Project Meeting unit costs for this participant. The Transnational Project Meeting cost for the participant who did not travel will be removed from the overall project grant budget (unless transferred using the budget category transfer rule); either by deduction from the final grant payment.

C. **Supporting Documentation**

This information details what a project needs to keep as evidence that the triggering event actually happened. E.g. Transnational Project Meetings: Projects are required to keep and retain a certificate of attendance per participant as a minimum.

D. **Reporting**

This details the information you will be required to input into Beneficiary module of the EU Commission.

It is important to remember that a project will not be eligible for a unit cost if a triggering event does not occur, or a project does not retain the supporting documentation as detailed in its Grant Agreement.

5.2 Unit Costs: The use of lump sums, the reimbursement on the basis of unit costs and the flat-rate financing

Erasmus+ projects are entitled to the unit cost flat rates, provided that a triggering event happens and supporting documentation is retained as evidence. Projects are still entitled to full unit costs (flat rate) even if the 'real' actual expenditure is less. The project retains the required supporting documentation e.g. boarding passes, tickets, invoices, certificate of attendance as evidence that the triggering event happened.

5.3. Real Costs

The budget categories of WP2, 3, 4 and 5 consists of mainly Staff costs, while Travel & subsistence costs for participation in the transnational partners meetings and bilateral meetings are part of WP1 Project management. Equipment costs for purchasing mobile devices for piloting phase are also foreseen in the budget of WP1. 100% of eligible costs under those headings will be reimbursed, provided that this does not exceed the budget category amount awarded by the SEPIE. Please note that timesheets, payslips, payrolls, contracts, receipts, boarding passes, tickets and invoices are required as evidence for real cost expenditure.

5.4. Budget Category Transfers

Within your Key Action 2 project, there is some flexibility to transfer certain elements of EMPLOGAME grant between the different activities inside the work package without submitting a formal contract amendment request to the SEPIE for approval.



Each partner should read the information in this section and the information in the Grant Agreement in its entirety, and contact us as soon as possible if they have any questions regarding the principle of budget category transfers. It is highly recommended to update the Budget Excel Table as the project progresses. This will assist the consortium with managing your budget, keeping track of unit costs you are eligible to claim for and also managing budget category transfers.

To understand how budget category transfers work each partner must understand how grants are funded. It is important to understand that triggering events are needed for a project to be eligible for the associated costs. It is also important to understand that surplus does not need to be budget category transferred.

Please note:

- Partners cannot transfer money from one work package to another without an amendment request;
- Partners cannot decrease or increase budget categories of work package;

5.5. Staff costs

Costs eligible under this budget category include staff costs in line with the described work packages. Each partner should check thoroughly their responsibilities as indicated in the project application form. Each partner should follow the number of the days aligned in particular.

Each staff member should provide a monthly timesheet, which indicates his/her actual contribution to the project activities. Template is provided by the project coordinator. At the end each month, the timesheet should be signed by the employee and by the supervisor or line manager or legal representative. The staff who is working for the project should have a part time/civil or full time contract with the organisation which is hiring him/her. Staff cost include: proper calculation of pay and compliance with national social security and related rules; adequate staff contracting, To be eligible, costs should be reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

What can go wrong?

1. Impossible to show how much time staff have spent on the project.
2. The time reported by staff on timesheets is unreliable.
3. The relevant social security rules and/or the relevant national employment or tax legislation are not respected.
4. Payments to staff should be made during the project realisation.

Each partner should follow these rules for timesheets preparation:

- To be produced every month
- To be signed by both employee and senior manager
- Not to be backdated!
- Explain clearly the task that you have done in connection with the task list written under each WP1-5
- Do not copy/paste from one timesheet to another
- Write them in English! (official work language for the project)
- Attribute the task always to particular project activity as written in the application form
- Check the number of the days that you have for each activity (do not exceed them!)

- Check the rate– they need to be dully justified (contracts, timesheets, document for the payments via bank transfers etc.) .

What can go wrong?

1. Certain documents are not drafted or kept.
2. You claim activities that are not planned in the application form
3. Documents kept do not provide sufficient evidence that contractual conditions have been met.
4. Project documents kept are not later retrievable.
5. Projects documents are prematurely discarded.
6. False documents are provided. In this case, the SEPIE National Agency may terminate the agreement with the beneficiary and request the European Anti-Fraud Office (OLAF) to carry out additional investigations.
7. ***All payments should be done via bank transfers and bank statements should be kept and provided for interim and final reports.***

5.6. Transnational Project Meetings

These meetings are for project coordination and planning purposes. As per Grant agreement, the venue for Transnational Project Meetings should be held and hosted in the country of a project partner. For meeting costs to be eligible under the Transnational Project Meetings budget heading, activities must involve participants from partner organisations from at least two different Programme Countries.

In the context of EMPLOGAME project the following meetings will be implemented:

- Kick off meeting – Madrid, ES (P1)
- Second TSN meeting - Sofia, BG, (P3 and P4)
- Third TSN meeting – Madrid, ES, (P2)
- Fourth TSN meeting – Istanbul, TR, (P5)
- Fifth TSN meeting – Istanbul, TR (P6)
- Sixth TSN meeting – Madrid, ES (P1)

Meanwhile, bilateral meetings can be also organised by the decision of the project coordinator. The costs for their realisation should be covered by WP1.

5.7. Project deliverables

To be classed as a member of staff, individuals have to be employed by the organisation either on a professional or a voluntary basis.

In order for costs to be eligible, partners need to be able to demonstrate a formal link (on a professional basis) with the persons which staff costs are being claiming for. To demonstrate this formal link, you need to keep proof of the nature of the relationship (e.g. employment contracts or agreements).

At the reporting stage, the coordinator will need to input details of all deliverables produced in the Interim and Final reports and upload them onto the Erasmus+ Project Results Platform. Each partner will also need to report the number of days of work specifically for each deliverable per staff category for each partner on the basis of the timesheets kept.

Timesheets for each person will also need to be kept according to the supporting documentation section of the Grant Agreement.

5.8. Multiplier Events

Multiplier events are national conferences, seminars, events organised by the project to share and disseminate intellectual outputs realised by the project to organisations and individuals outside of the Erasmus+ project partnership. Support for multiplier events is provided only if in direct relation to the deliverables of the project. In the context of EMPLOGAME project there will be multiplier events organised in Month 35-36 in Madrid (ES), Sofia (BG) and Istanbul (TR). The budget for this event is under the costs of WP5.

Reporting documentation required for the organisation of the multiplier events is:

1. Agenda of the event
2. Presentations from the event
3. Signed and scanned list of participants from the event
4. Photos from the event.

It is allowed that the budget foreseen for one event can be divided into more small scale events if the partner deem it more suitable.

5.9. Reporting checklist

The following checklist of financial documents should be followed by each partner and reporting at the end of every six months period to UAM:

- Contract or relevant document showing that the claimed person is part of the organisational team (respect National legislation)
- Timesheets – per month and according to the limits under each sub activity, signed and stamped by both employee and legal representative
- Bank transfer document showing that the payment was made (to be visible the amount paid and the name of the person – all the rest can be shadowed).
- Travel cost reports – we need to know how much was spent for each trip per each partner!
- Travel justification documents: document showing internal or national policy for subsistence costs or real costs:
 - plane/bus tickets
 - boarding passes
 - hotel invoice showing the name of the travelled person
 - in case of transfer from airports – proof / document / receipt

6. Retain Supporting Documentation



All partners should ensure that the costs incurred as part of your Erasmus+ KA2 project are considered eligible in accordance with the project Grant Agreement. They must also ensure that expenditure is substantiated by adequate supporting documents that can be produced in the context of the checks or audits as described in your Grant Agreement.

Specific information about the supporting documentation that each organisation is required to retain for each budget category of the grant can be found in the project Grant Agreement.

All organisations should also keep evidence of all project expenditure (at least 5 years after the approval of the final report of the project by SEPIE). Keeping project expenditure by way of receipts and invoices is not only good practice but may be required in evidence should your project be subject to the organisation's internal audits or external audits associated specifically with your Erasmus+ project.

It is advisable to keep as much original information and evidence as possible in a project file. This will facilitate a smooth handover if the project coordinator change during the project lifetime, and also help the coordinating organisation complete the narratives of its Erasmus+ final report when the time comes.

7. Converting Currency

It is only necessary to convert costs for reporting that are incurred under budget categories based on real costs, namely special needs support and exceptional costs. All reporting takes place in Euros. For budget categories based on unit costs, no conversion is necessary as actual expenditure for these budget. For budget categories based on real (actual) costs (special needs support and exceptional costs), you may need to convert invoice values for the purpose of reporting if they are not incurred in Euros.

You must use the monthly exchange rate, published by the Official Journal of the European Union, for the day in which your organisation's bank account was credited with the project's pre-financing payment. You can access the Official Journal of the European Union [here](#). Please do not use the rate on the date of the invoice. Please contact us as soon as possible if you would like assistance converting invoices for special needs support or exceptional costs into Euros.

All payments from the SEPIE to beneficiaries are made in Euros. The SEPIE is not responsible for any delay caused as a result of an institution's bank account's inability to receive payments in Euros.

8. Project Start and End Dates



All project activities must take place between the project start and end date (1 November 2022 – 31 October 2025). The project start and end date can be found in the Grant Agreement. Any activity (e.g. events, mobilities or trips) that fall outside the project start and end date will be deemed ineligible for funding. This could lead to reductions of your final grant amount.

9. Using the Erasmus+ Logo

Each partner must use the European Commission's Erasmus+ logo and associated wording for any project outputs and promotional materials and publicly acknowledge the support received from the European Union. The preferred option to communicate about EU funding is to record 'Co-funded by the European Union' next to the EU emblem on the communication material where the EU emblem is used. All available logos can be downloaded via : https://www.eacea.ec.europa.eu/about-eacea/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en



Disclaimers in partners' languages:

- EN: Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.
- ES: Financiado por la Unión Europea. Las opiniones y puntos de vista expresados solo comprometen a su(s) autor(es) y no reflejan necesariamente los de la Unión Europea o los de la Agencia Ejecutiva Europea de Educación y Cultura (EACEA). Ni la Unión Europea ni la EACEA pueden ser considerados responsables de ellos.
- BG: Финансирано от Европейския съюз. Изразените възгледи и мнения обаче принадлежат изцяло на техния(ите) автор(и) и не отразяват непременно възгледите и мненията на Европейския съюз или на Европейската изпълнителна агенция за образование и култура (EACEA). За тях не носи отговорност нито Европейският съюз, нито EACEA.
- TR: Use the one in EN.

10. Reporting and monitoring

Beneficiaries are accountable to the SEPIE for the implementation of the project, for the use of funds received and for the amounts paid to participants. All beneficiaries are required to submit a progress and final reports and must gather and retain all necessary information and supporting documentary evidence for expenditure.

In the context of this project the coordinator will make:

- Monthly reviews according to the action plan
- 6-monthly reports on the realised activities with recommendations for the improvement of the partners' performance.

The internal evaluator BIST will make:

- Evaluation of each partner meeting
- 6-monthly observation of the accomplished tasks and quality of the produced intellectual outputs
- Contribution the interim and final report.

The SEPIE is required under its contract with the European Commission to undertake monitoring activities, audits and checks on a representative sample of organisations each year. The checks vary in scope and depth according to the kind of check performed. These checks are carried out to ensure that the management of the Erasmus+ Programme is satisfactory and within the terms of the grant agreement and programme rules. Beneficiaries are accountable to the SEPIE for the implementation of the project, for the use of funds received and for the amounts paid to participants. Therefore, beneficiaries should ensure that appropriate reporting and monitoring procedures are in place. Beneficiaries must gather and retain all necessary information and documentary evidence, which demonstrates clear and transparent management of the project as this may be inspected by the European Commission.

Reports to the National agency (see article 8 from Bilateral agreement)

- The Partner shall provide the Contractor with any information and document required for the preparation of the interim report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by 15/02/2024 for the period 01/11/2022 – 31/01/2024.
- The Partner shall provide the Contractor with any information and document required for the preparation of the final report and, where appropriate, with copies of all the necessary supporting documents completed and signed by the legal representative by 30/11/2025 at the latest.

11. Important reporting templates

During the project lifetime the partners should use the below templates for timesheets, attendance list and reporting on dissemination. They will be checked every 6 months and based on that the next financial instalment will be released.

Annex I Timesheet template

Project	:	“Game based learning to validate pre-employment skills and to foster digital competence of low skilled and marginalized students to foster better transition to the labour market” Acronym: “EMPLOGAME”
Project number	:	2022-1-ES01-KA220-SCH-000085050
Institution	:	TO BE COMPLETED
Country	:	TO BE COMPLETED
Period	:	TO BE COMPLETED
Currency	:	EUR

Date	Category of Staff	Name of Staff	Description of Work Activity	WP	Number of Work Days	Grant Per Day	Payment (EURO)
Total Payment				:	0		0

Employee:

Manager:

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Date :

Date :

Annex II List of participants template

Title of the event: “Game based learning to validate pre-employment skills and to foster digital competence of low skilled and marginalized students to foster better transition to the labour market” Acronym: “EMPLOGAME Project number: 2022-1-ES01-KA220-SCH-000085050 Date:		By stating the information in these fields, I declare that I give the explicit consent to (name of the partner): to store my personal data for the purposes of the project related to the events it organizes, and the latter undertakes not to provide this information to third parties persons. *		
Place:				
Name and Surname	Organisation	E-mail	Phone number	Signature

Annex III Dissemination reporting template

Organisation:	
Country:	
Reporting period:	

Activities/ method/ tools ¹	Brief description of the dissemination activity and its aims	Date/ s Durati on Freque ncy	Plac e/s	Dissemin ation of the project results		Location ²					Chara cteris tics of target group /s ³	Size / numb er of organ isations / perso ns reach ed / perso ns involv ed (appr oxima tely)	Results /impac t	Eviden ce availa ble
				Ins ide par tne rsh ip	Out side par tne rsh ip	L	R	N	E	I				
	<i>EXAMPLE:</i>													
Presen tation and Networ king	<i>Presentation of the project and networking with stakeholders during the VII Fair of social inclusion, Sofia</i>	<i>16.0 4.2018</i>	<i>Sofi a, BG</i>		x	x	x	x	x		<i>trainer s princip als studen ts Parent s Wider comm unity Policy maker</i>	<i>Appro x. 200</i>	<i>Present ation of the project Network ing</i>	<i>Photos</i>

¹Academic conferences and publications, academic contacts, articles, contact with schools, training organisations, universities/colleges, contact with educational inspectorates, education authorities, Ministry of education, discussions (public, scientific), informational meetings, interviews, online news and publications, press conferences, promotional activities, training workshops, workshops; other.

² L = local, R = regional, N = national, E = European Union level, I = international.

³ Vocational teachers, school principals, trainers working with unemployed young people or young people with disabilities, Students from VET schools, individual young people involved in VET or post VET routes eager to gain work experience both nationally or internationally, other.

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Annex IV Travel cost report template

Travel cost report documentation

Organization							
Project	"Game based learning to validate pre-employment skills and to foster digital competence of low skilled and marginalized students to foster better transition to the labour market"						
Project number:	2022-1-ES01-KA220-SCH-000085050						
Name	from (dd/mm/yyyy)	to (dd/mm/yyyy)	duration in days	Origin /city/	Country code	Destination /city/	Country code
Time of departure / arrival							
Travel days			0				
Travel costs to/from destination	Ref. No	Euro zone amount €	Total amount € Euro zone	Outside of EURO zone amount exchange rate = amount in EUR			Total amount €
			0,00			0,00	0,00
			0,00			0,00	0,00
			0,00			0,00	0,00
Total travel costs €:		0,00	0,00	0,00	0,00	0,00	0,00
Subsistence (hotel, meals, transport during meeting)	Ref. No	Euro zone amount €	Total amount € Euro zone	Outside of EURO zone amount exchange rate = amount in EUR			Total amount €
			0,00			0,00	0,00
			0,00			0,00	0,00
			0,00			0,00	0,00
Daily allowance			0,00			0,00	0,00
						0,00	0,00
Total subsistence costs €:		0,00	0,00	0,00	0,00	0,00	0,00
Summary:							
Travel costs €	0,00						
Subsistence costs €	0,00						
Total costs €	0,00						

submitted by:

(name and surname) + signature

accepted by:

(name and surname) + signature

Annex V Declaration of attendance

DECLARATION OF ATTENDANCE

“Game based learning to validate pre-employment skills and to foster digital competence of low skilled and marginalized students to foster better transition to the labour market” (EMPLOGAME)

Agreement: 2022-1-ES01-KA220-SCH-000085050
UNDER THE ERASMUS + PROGRAMME

This is to confirm that

.....
/ name of participants/

From

.....
/name of sending organisation/

Have attended a

.....
Organized by

.....
Between

.....
(WORKING DAYS)

SIGNATURE

.....
/forename, surname, function of the legal representative of the receiving organisation/

Done at

/place, date/

This document was ratified by the Steering committee of the EMPLOGAME project during online partners meeting held on 15 November 2022.

UAM: Prof. PhD Melchor Gómez García

AMPAT: Prof. PhD Pilar Gutiez Cuevas

BIST: Andrean Lazarov

94 SU: Penka Nikolova

EMEM: Derviş Çelik

WINSS: Figen Sekin

“The more the beneficiary invests in keeping and maintaining exhaustive and appropriate financial documentation about the project, the better prepared the beneficiary is for the control & audit visits”