EUROPEAN COMMISSION
Directorate-General for Education and Culture

ANNEX II

Technical implementation report and financial statement

TEMPUS
Individual Mobility Grant

(Agreement n°)

<table>
<thead>
<tr>
<th>The technical implementation report and financial statement</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Part I: mission description</td>
<td>31/12/2005</td>
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<tr>
<td>Part II: financial statement</td>
<td></td>
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<tr>
<td>- supporting documentation</td>
<td></td>
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</tbody>
</table>

The technical implementation report and financial statement is to be returned in one original and three copies by registered mail (date as per postmark) to the following address:

One original (with the original signatures and original supporting documentation)
Three copies

Augusto Gonzalez
Head of Unit
Education cooperation with non-EU countries
Office B7/6/68
Directorate-General for Education and Culture
European Commission
B – 1049 Brussels (Belgium)

GENERAL INFORMATION

IMG TYPE : ........................................................................................................

OBJECTIVE : ........................................................................................................

ACTUAL DURATION OF THE VISIT: ..........................................................................
DECLARATION

This declaration should be completed and signed by the beneficiary of the Individual Mobility Grant.

I, the undersigned, certify that I have submitted all the required documentation, including the documents listed in the checklist.

Furthermore, I certify that the information given in this technical implementation report and financial statement is correct to the best of our knowledge and complies with the requirements of the provisions of Article II.15 of the grant agreement.

I am aware that amendments to these documents will not be accepted after the date of submission.

Name of the beneficiary: ..................................

Done at: ...........................................................

Date: ................................................................

Original Signature: ..........................................

CHECKLIST

The technical implementation report and financial statement must be returned by 31 December 2005, date as per postmark

The technical implementation report and financial statement contains the two following documents:

☐ Part I: Mission description
☐ Part II: Financial statement

The following supporting documents are annexed to the report:

☐ Original travel tickets, flights’ boarding passes, invoices, certificates for “travel costs”;
☐ Original certificate from the Host Institution or original certificate of attendance from event organisation stating the exact dates.
☐ Printout of the EURO exchange rate used. Please refer to the Inforeuro monthly files under: http://europa.eu.int/comm/budget/inforeuro/files.htm
The technical implementation report and financial statement consists of two parts:

I) the Mission description
II) the Financial statement

These documents will not be accepted if they are sent separately, or if they are sent by telefax. The forms should be completed in either English, French or German.

**Part I: Mission description**

This is a report on the activities and achievements of the visit. Please complete the form provided in as much detail as possible. No other forms will be accepted.

Original certificate from the Host Institution or event/conference organisation must be completed and sent with the report in order to confirm that the Host Institution or event/conference organisation received the Beneficiary.

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**Home Institution:**

Institution address:
Institution: ..................................................................................................................................
Faculty/Department: ..................................................................................................................
Address: ..................................................................................................................................
Country code: ............................................. Postal code: .................................... Town: ....
Tel.: ................................ Fax: .................................. E-mail: .............................................

Private Address: ....................................................................................................................
Country code: ............................................... Postal code: ................................. Town: ......
Tel.: ......................... Fax: ....................... E-mail: .................................................

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**Host Institution:**

Institution: .................................................................................................................. ..........
Address: ................................................................................................................................
Country code: ..................................................... Postal code: ........................... Town: ....
Tel.: ................................ Fax: ................................................. .........

DATE OF THE VISIT: from (dd/mm/yy) ................. to (dd/mm/yy) .................

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**Host Institution:**

Institution: .................................................................................................................. ..........
Address: ................................................................................................................................
Country code: ..................................................... Postal code: ........................... Town: ....
Tel.: ................................ Fax: ................................................. .........

DATE OF THE VISIT: from (dd/mm/yy) ................. to (dd/mm/yy) .................
The report of a MAXIMUM of three pages should answer the following questions:

1. What activities did you carry out during your visit?

2. To what extent was/were the objective/s of your Individual Mobility Grant, as described in the Original Application actually achieved?

3. What impact do you expect at institutional level from your visit?

4. What difficulties did you encounter during your visit (financial, academic, language, other)?

5. What plans do you have for following up and developing the results of your visit?

6. To what extent do you believe that the Individual Mobility Grant is a useful tool for this type of activity?

7. Were you satisfied with the assistance provided by the European Commission/ European Training Foundation/ Host Institution? Any comments are gratefully received, as they will help to improve our services in the future.
Part II: Financial statement
This statement shows how the grant was spent.

Please complete the tables included as accurately as possible. Travel ticket/invoice/travel agency-railway certificate should be sent in original.

In case of authorisation by the Commission of a modification to the Agreement, please provide the date(s) and reference(s) of the letter(s):

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The EURO exchange rate used by the European Training Foundation is given in the Inforeuro Monthly files at the following address:
http://europa.eu.int/comm/budget/inforeuro/files.htm

Please, state the date for the exchange:

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<thead>
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<th></th>
<th>AWARDED TEMPUS grant</th>
<th>SPENT TEMPUS grant</th>
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<tbody>
<tr>
<td>• Travel Costs</td>
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<td>• Costs of Stay</td>
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BREAKDOWN OF THE COSTS

*Travel costs:* *(with supporting documents, as stated in article 3.3 in Annex IV)*

For each entry in the below table, the requested supporting document must be annexed to the financial statement and numbered in a continuous sequence (i.e. 1, 2, 3, 4 ...). The same number should be indicated on the supporting document itself.

<table>
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<tr>
<th>N°1</th>
<th>Date</th>
<th>From (country)</th>
<th>To (country)</th>
<th>Means of Transport</th>
<th>Cost in local currency</th>
<th>Exchange rate</th>
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**TOTAL COSTS:** €

1 To be copied on supporting document
PAGE OF ACKNOWLEDGEMENT OF RECEIPT

Your name: ..........................................................................................................................
..........................................................................................................................
..........................................................................................................................
..........................................................................................................................

Country code              Postal code                                      Town

This page of the form will be returned to you on receipt of your technical implementation report and financial statement.
Please therefore enter your name and address in the box above.

For internal use only:

We acknowledge receipt of your technical implementation report and financial statement for

Individual Mobility Grant No. :

IMG - ........ - ..............

in the framework of the Tempus programme.

Please note that this acknowledgement of receipt does not imply any approval of your technical implementation report and financial statement by the European Commission. You will be contacted in the future, following the evaluation of your Report.

Place, .................................                      Date, .................................