

**Interreg
Europe**



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Cost categories

Part 2



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Programme **manual**

Section 6.1: **eligibility of expenditure**

Section 6.2: **cost categories**

Section 6.3: **preparation costs**

Cost categories

Cost categories	Calculation method
Preparation costs	Lump sum €17,500
Staff costs	Fixed % of the real gross employment cost
Office & administrative expenditure	Flat rate of 15% of staff costs
Travel & accommodation	Flat rate of 15% of staff costs (real cost reporting only in specific justified cases)
External Expertise and Services	Real costs
Equipment	Real costs
Infrastructure and Works	Real costs - for pilots only

Cost categories

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Equipment	Real costs
Infrastructure and Works	Real costs - for pilots only

5 ● External Expertise and Services

What are **external expertise and service** costs



- Expenditures paid to external providers to carry out project tasks/ activities
(studies/ surveys, financial management, control costs for the verification of expenditure, ...)

How much?

- Reimbursed on **real-costs basis**

Should be **below 50%** of total budget

Clear links to the work plan and partners' role

Consistency between activities vs budget!

Section F.2 External expertise and services

Edit external expertise and services

Contracting partner

This field is required.

Type of costs

This field is required.

Total

This field is required.

Description

0/500

Cancel

Save

Contracting partner

who is contracting the service provider?

Type of costs

Predefined

Total

The total amount the **service costs**

Description

Prefilled, except for costs for:

- exchange of experience – external support
- communication – material
- pilot action

Section F.2 External expertise and services

Edit external expertise and services

Contracting partner

This field is required.

Type of costs

- Exchange of experience – meetings
- Exchange of experience – travel and accommodation external bodies
- Exchange of experience – external support
- Communication – events
- Communication – material
- Management – external support
- Management – expenditure control

meetings

67/500

Cancel

Save

Contracting partner

who is contracting the service provider?

Type of costs

Predefined

Total

The total amount the **service costs**

Description

Prefilled, except for costs for:

- exchange of experience – external support
- communication – material
- pilot action

Section F.2 External expertise and services

Type of costs in F.2	What to budget	Description in F.2	Points of attention
Exchange of experience - meetings	Costs for organising partners and local stakeholders meetings such as catering, room rental, support local transportation e.g., bus service, etc.	No	Related activity in the work plan!
Exchange of experience - travel and accommodation external bodies	Travel costs for externals joining project events including staff of associated policy authorities and local stakeholders	No	Be realistic!
Exchange of experience - external support	Costs for support from external companies/ consultants in the exchange of experience activities e.g., studies, surveys, good practice identification, etc.	Yes	Be precise!
Pilot action	Costs for the external providers needed to carry out the activities of the pilot action	Yes	Be precise!
Communication - events	Costs for the organisation of local dissemination events or interregional events (e.g., final conference)	No	Related activity in the work plan!
Communication - material	Costs for design, production and printing of communication material e.g., brochures, videos, etc.	Yes	Be precise! No gadgets! Main visual + poster design + website provided by programme
Management - external support	Costs for external project coordination, financial management or communication manager	No	Number of working days * daily/ hourly fee
Management - verification of expenditure	Costs for external controllers verifying the eligibility of expenditure	No	8 reports

External expertise and services

- Costs for people working on the project who are **not employed by the partner organisation** must be planned under external expertise and services

In-house costs

- Affiliated company is a **different legal entity** => external expertise
- Internal department of the **same legal entity** => **NOT** external expertise

6. **Equipment**

What are **equipment costs**



- Expenditure to finance the purchase, rent or lease of equipment by a partner
 - Mainly office equipment for **project management**
e.g. laptop, software (including software for online meetings)
 - Specific equipment needed for a **pilot action**, if applicable

How much?

- Not exceeding **EUR 7,000** project
(except in case of pilot action)

Budgeted and reported on a **real-costs basis**

⇒ Should be planned in the application form

Section F.3 Equipment

Edit equipment

Description

0/500

This field is required.

Contracting partner

This field is required.

Type of costs

Office Equipment
Pilot Action

Total

This field is required.

Cancel

Save

Description

- Office equipment = no description needed
- Pilot action = **precise description** of the equipment to be purchased, **clear link** with pilot activities in the application form

Contracting partner

Who is buying the equipment?

Type of costs

Predefined

Total

The total amount the **equipment**

7

- **Infrastructure and Works**

What are **infrastructure and works costs**



- Only if needed to implement a **pilot action**
Usually limited to small-scale building materials or labour needed for works

Budgeted and reported on a **real-costs basis**

⇒ Must be planned in the application form

⇒ Unplanned costs eligible **only in exceptional cases.**

Must be **approved by the JS!**

Section F.4 Infrastructure and works

Edit item

Description

0/500

This field is required.

Contracting partner

This field is required.

Total

This field is required.

Cancel

Save

This section shows only if **pilot action** is described in section D

Description

- **Precise description** of the works and/ or material to be purchased
- **Clear link** with pilot activities in the application form

Contracting partner

Who is purchasing the works/ material?

Total

The total amount the **costs planned**

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