

NAK-karitativ e.V.

Guidelines for Eligible Expenses, Accounting Methods and Admin Costs for NAK-karitativ Projects

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Introduction

Due to the increasing requirements of public donor organisations in Germany and Europe, NAK-karitativ feels obliged to provide an overview of ineligible costs in general as well as eligible and ineligible travel expenditures for our partner organizations. Next to this the guidelines gives an overview on the accounting methods of eligible costs.

The overview is intended to provide orientation and raise awareness especially in regard of travel expenses and other costs that are handled in a different way by various donors. The overview does not claim to be exhaustive. It also does not exclude the possibility that in individual cases there may be a comprehensible justification for funding an expenditure listed as non-eligible in this document. Possible expenses that require a case-by-case decision should/must already be presented in the application. If you are unsure whether an expenditure is eligible, please contact us as usual.

In principle, only the expenditure provided in the approved application (narrative proposal and budget), which is part of the contract, and which can be substantiated with supporting documents upon request, is eligible for funding. Expenditure that were not included in the application or does not serve the purpose of the grant and the achievement of the objectives are not eligible for funding. To avoid reclaims, you should therefore neither include ineligible expenses in the application documents, nor make use of project funds during the course of the project, nor account for them in the financial report.

NAK-karitativ endeavour to ensure that the legal provisions applicable in the project country must be taken into account. This means that expenses that must be incurred in the project country due to legal regulations and are necessary to achieve the objectives of the project applied for are generally eligible for funding, even if they are listed below as ineligible. However, you must be able to provide evidence of the legal requirement.

Target

This guideline aims to give a clear understanding of eligible and especially ineligible expenses within projects to prevent misunderstandings and to meet the criteria of various donors NAK-karitativ gets support from. The criteria mostly refer to the principle of economical use of funds as well as the german tax code (in German: Abgabenordnung).

Scope of application

This policy applies to all external project implementing partners (partner organizations) NAK-karitativ is working with incl. their board members, committee members, managers and employees in the home country and abroad, irrespective of their type of contract or the location or scope of their employment. In this policy, these persons are referred to as partner organization. The regulations are to be applied to each project funded or partly funded by NAK-karitativ.

General Project Expenses

Cost type	Eligibility	Legal justification	Explanation
Not requested expenditures	not eligible	The financing plan as part of the contract is binding.	<p>In principle, only expenditure that has been applied for and contractually agreed is eligible for funding.</p> <p>The correct accounting and settlement of expenditure under the appropriate items of the contractually agreed financing plan must be ensured.</p>
All expenses that are reimbursed by a third party at a later point in time reduce the funding requirement and proportionately the grant as well.	not eligible	Principle of Subsidiarity	<p>Grants may only be budgeted for if NAK-karitativ or the public donor have a substantial interest which cannot be satisfied in necessary extent without the grants.</p> <p>For example, turnover tax in the case of an input tax deduction entitlement or VAT refund (if applicable, the notification obligation must be fulfilled).</p>
The full amount of expenditure on procured items, buildings or land that are not used for the purpose until the expiry of the commitment period. In this case a reimbursement is made to the donor.	not eligible	Commitment periods as per contract and/or Procurement regulations of NAK-karitativ	<p>The obligation to notify must be fulfilled.</p> <p>This obligation to notify can only be fulfilled if these deadlines are kept track of. A simple and plausible solution for the project-executing agency and the funding recipient would be to monitor this obligation in the inventory.</p> <p>If the commitment deadlines are not met, a pro rata reimbursement from the implementing partner to NAK-karitativ is generally required.</p>

<p>All expenditure outside the contractually agreed project duration.</p>	<p>not eligible</p>	<p>The budgetary principle of factual and temporal commitment applies.</p>	<p>In exceptional cases, appropriate expenditure may be recognised within the approval period (project duration).</p> <p>Exceptions, which generally require a corresponding explanation in the report:</p> <ul style="list-style-type: none"> ➤ Expenditure for chartered accountants (if the contract is concluded within the project period) ➤ Security retentions for construction expenditure with a contractual basis (construction contract concluded during project term). ➤ Final instalment of the evaluation carried out within the project duration. ➤ Expenditure for a feasibility study in the run-up to the application, if included in the subsequent application and approved with the project. <p>Expenditure incurred prior to the submission of the application and thus prior to the start of the project duration are generally not eligible.</p>
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Food, Drinks, Accommodation, Communication and Transport as travel expenses

Group A: Employees, bodies, committees and (other) volunteers

In principle, allowances for meals, accommodation, communication, and transport as well as per diems are not eligible in case there is no juridical basis of the countries government that proofs the right to receive per diems and allowances. Compensations of expenses for meals with the direct reference to a specific project activity are eligible. Those compensation of expenses need to be shown in a transparent way on a Payment Voucher (PV). The PV must clearly mention the **kind of expense** (breakfast, lunch, dinner) as well as the **purpose of travel/out of office days in reference to the project activity**, e.g. (example is attached as Annex 1.1: PV Compensation of expenses “Meals”).

In the following tables you find specific guidelines for eligible and not eligible travel expenses in reference to the specific target group (Group A: Employees, bodies, organizational committees, volunteers of the organization):

Table 1: Food, Drinks, Accommodation, Communication and Transport as travel expenses for Group A

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Per diem	not eligible	Law of various donors/ no expenditure justification	-/-	Every expense (transport, accommodation, meals) of a trip must be able to be proven.
Allowances	not eligible	Law of various donors/ no expenditure justification	-/-	Every expense (transport, accommodation, meals) of a trip must be able to be proven. Exception: Allowances can be paid as an advance payment, so that employees have enough money to pay their expenses, BUT the receiver must provide proof of actual expenditure by means of a receipt. The

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
				amount not required must be repaid to the partner organization.
Sitting allowances or other allowances without consideration for decision-makers and/or government employees, e.g. for conferences participation	not eligible	There is no expenditure justification and there is no project reference.	-/-	<p>As a rule, only genuine expenses of participants can be reimbursed; fees are only possible on the basis of a service (e.g. presentation of a study at a conference).</p> <p>Also, no fees can be financed for staff working on the project if they have already applied for and been approved as project staff with a job share.</p>
Incidentals, Out of pocket or similar (description defers from country to country)	not eligible	Law of various donors/ no expenditure justification	Receipts of purchases	<p>Exception:</p> <p>Incidentals or Out of pocket can be paid as an advance payment, so that employees have enough money to pay their expenses while they are out of office, BUT the receiver must provide proof of actual expenditure by means of a receipt. The amount not required must be repaid to the partner organization.</p>

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Hospitality costs (payment of food in a restaurant or during a meeting for other people)	eligible in exceptional cases	All expenditure shall be supported by documentary evidence and need to refer to the project goal. Contract is binding.	1. Receipt of restaurant, caterer or similar. 2. List of participants incl. their function in which they participated. ¹ 3. Reason for hosting those persons (project reference)	Annex 3.1: PV Participants list Exception: Hospitality costs are eligible for funding if the purpose of the hospitality (e.g. meeting with external persons or training with beneficiaries) directly serves the purpose of the project or can be attributed to it. For this purpose, an attendance list must be kept in which the participants are listed, and in which function they participated. There is no specific limit to the number of persons.
Alcoholic drinks	not eligible	-/-	-/-	Does not count as food.
Accommodation	eligible	All expenditure shall be supported by documentary evidence. Contract is binding.	Receipt of Host, Lodge, Hotel or Motel <u>In exceptional cases:</u> PV "Confirmation of Expenses" ² incl. explanation why there is no receipt available.	The costs per night must be within the allowed amount for accommodation that is confirmed in the partner organizations policy and governmental regulations. In addition to this the following rules and principles are binding: ➤ The costs must be confirmed in the contract with NAK-karitativ.

¹ Annex 3.1: PV Participants list

² Annex 2: PV Confirmation of expenses

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
				<p>➤ The costs are in line with the principle of economic use of funding.</p> <p>If the receipt is lost or not available for some reason a “Confirmation of Expenses” can be accepted in individual cases.</p> <p>Annex 2: PV Confirmation of expenses</p>
Meals (breakfast, lunch, dinner)	eligible	<p>All expenditure shall be supported by documentary evidence and need to refer to the project goal.</p> <p>Contract is binding.</p>	<p><u>Two possibilities:</u></p> <ol style="list-style-type: none"> 1. Receipt of restaurant, supermarket or similar or 2. PV with following information³: <ul style="list-style-type: none"> ➤ Compensations of expenses for Meals incl. amount per meal, e.g.: breakfast: xx “currency”/ lunch: x,xx currency/ dinner: x,xx “currency” ➤ Purpose for traveling: xxx (Please name the purpose in a specific way) ➤ Project activity as per budget ➤ Name of employee ➤ Date of the payment 	<p>If you chose possibility 2:</p> <p>Annex 1.1: PV Compensation of expenses “Meals”</p> <p>! Must be applied for in the proposal and budget</p> <p>! The supporting documents are an important proof that the activity took place.</p>

³ Annex 1.1: PV Compensation of expenses “Meals”

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
			<ul style="list-style-type: none"> ➤ Signature and stamp of the payer ➤ Signature of recipient (employee) <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> ➤ Field Report/Activity report ➤ List of participants (if training took place) 	
Use of project vehicle	eligible	<p>All expenditure shall be supported by documentary evidence and need to refer to the project goal.</p> <p>Contract is binding.</p>	<p>Receipt of fuel station</p> <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> ➤ Drivers logbook ➤ Activity report 	<p>If receipt is lost: Annex 2: PV Confirmation of expenses</p> <p>Annex 1.3: PV Compensation of expenses “Transport” In doubt, the partner organization needs to proof when the car was used, for which activity, and what distances where driven. A driver’s log book is therefore obligatory.</p>
Repairs of project Vehicle	eligible	<p>All expenditure shall be supported by documentary evidence.</p> <p>Contract is binding.</p>	<ul style="list-style-type: none"> ➤ Invoice ➤ Proof of payment (bank statement or receipt) 	For project vehicle only.
Vehicle hiring	eligible in exceptional cases	Principle of the economic use of funds.	<ul style="list-style-type: none"> ➤ Invoice ➤ Proof of Payment (bank statement or receipt) ➤ Explanation for the necessity 	Example for an exception:

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
				Project car is under repair and the visit to the project cannot be postponed.
Transport via Bus or Train	eligible	All expenditure shall be supported by documentary evidence.	Receipt <u>In exceptional cases:</u> Payment Voucher with "Confirmation of expenses" incl. explanation why there is no receipt available.	If receipt is lost: Annex 2: PV Confirmation of expenses
Transport via Taxi	eligible in exceptional cases	Principle of the economic use of funds.	<ul style="list-style-type: none"> ➤ Invoice ➤ Proof of Payment (bank statement or receipt) 	<p>Exception:</p> <p>Just for short distances and in an urgent matter and if no project car is available. Max. costs: 25 Euro. Everything else needs to be approved upfront by NAK-karitativ.</p> <p>If receipt is lost: Annex 2: PV Confirmation of expenses</p>
Personal Vehicle	eligible in exceptional cases	<p>Principle of the economic use of funds.</p> <p>All expenditure shall be supported by</p>	<p>PV "Compensation of expenses for Transport"⁴</p> <p><u>Two possibilities for calculation:</u></p>	<p>Annex 1.3: PV Compensation of expenses "Transport"</p> <p>Information for the PV:</p> <p>1. Name:</p>

⁴ Annex 1.3: PV Compensation of expenses "Transport"

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
		documentary evidence.	<ol style="list-style-type: none"> 1. Payment Voucher with reference to the driven kilometres/miles + costs per Litre and Average consumption of the car. 2. Google maps extract that shows the starting point and end point incl. kilometres/miles as proof. <p><u>In exceptional cases:</u> Compensations of expenses of transport costs in reference to the partner organizations policy if the amount is less than the calculation of driven kilometres/miles.</p>	<ol style="list-style-type: none"> 2. Purpose for travel with project reference: 3. Reason for taking the personal car: 4. Driven from____ to____ 5. Driven kilometres 6. Costs per Litre 7. Average consumption of car per 100 <p>(Alternative to costs per litre and consumption of car a Mileage allowance in reference to the organizations policy is possible)</p> <p><u>Calculation:</u></p> <ol style="list-style-type: none"> 1. (Driven kilometres/100) x average consumption x Costs per litre = Transport costs <p>Or</p> <ol style="list-style-type: none"> 2. Driven kilometres x Mileage allowance
Communication	eligible	All expenditure shall be supported by documentary evidence.	Receipt of purchased airtime	<p>Exception:</p> <p>If the receipt is lost or not available for some reason a “Confirmation of Expenses” is possible”</p> <p>Annex 2: PV Confirmation of expenses</p>

Group B: Government representatives

In principle, allowances for meals, accommodation, communication and transport as well as per diems for governmental people are not eligible in case there is no juridical basis of the countries government that proofs the right to receive per diems and allowances. Compensations of expenses for meals with the direct reference to a specific project activity are eligible. Those compensation of expenses must be shown in a transparent way on a Payment Voucher (PV). The PV must clearly mention the **kind of expense** (breakfast, lunch, dinner) as well as the **purpose of travel/out of office day in reference to the project activity**, e.g. (example is attached as Annex 1.1: PV Compensation of expenses “Meals”).

To the extent that it is common practice for government representatives to be reimbursed for their expenses, NAK-karitativ accepts this. However, the specific situation must be explained, and the reimbursement of expenses must be a) presented transparently, b) proven by an official document of the government and c) applied for in the proposal and the budget.

Furthermore, it is only allowed to reimburse/compensate expenses insofar as the presence of the government representatives fulfils a purpose relevant to the project and can be attributed to a specific activity. This can be a monitoring or a training activity. If the person is “just there” due to the pure presence, the payment of compensation of expenses is not eligible. The official rates shall clearly be mentioned on the payment voucher.

Table 2: Food, Drinks, Accommodation, Communication and Transport as travel expenses for Group B

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Per diems and allowances	not eligible	Law of various donors/ no expenditure justification	Please refer to sections “Meals”, “Accommodation” and “Transport”.	Exception: The governmental authorities do not charge fees but just the pure additional expenses for meals, accommodation and transport. In this case the items incl. amounts must be listed at the PV, e.g.: <ul style="list-style-type: none">• Lunch: x,xx “local currency”• Dinner: x,xx “local currency”• Accommodation: x,xx “local currency”

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
				<ul style="list-style-type: none"> Transport: x,xx “local currency”
Accommodation	eligible	<p>All expenditure shall be supported by documentary evidence and need to refer to the project goal.</p> <p>Contract is binding.</p>	<p>Receipt of Host, Lodge, Hotel or Motel</p> <p><u>In exceptional cases:</u></p> <p>PV “Confirmation of Expenses”⁵ incl. explanation why there is no receipt available.</p> <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> Governmental Policy 	<p>Exception:</p> <p>The governmental rules do not allow to pay directly for the accommodation but expect a per diem or accommodation allowance as per governmental rules.</p> <p>The costs per night must be within the allowed allowances that are confirmed in the partner organizations policy or by the governmental policy.</p> <p>Annex 1.2: PV Compensation of expenses “Accommodation”</p> <p>! Must be applied for in the proposal and budget.</p>
Meals (breakfast, lunch, dinner)	eligible	<p>All expenditure shall be supported by documentary evidence and need to refer</p>	<p><u>Two possibilities:</u></p> <ol style="list-style-type: none"> Receipt of restaurant, supermarket or similar or PV with following information⁶: 	<p>If you chose possibility 2:</p> <p>Annex 1.1: PV Compensation of expenses “Meals”</p>

⁵ Annex 2: PV Confirmation of expenses

⁶ Annex 1.1: PV Compensation of expenses “Meals”

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
		<p>to the project goal.</p> <p>Contract is binding.</p>	<ul style="list-style-type: none"> ➤ Compensations of expenses for Meals incl. amount per meal, e.g.: breakfast: x,xx “local currency”/ lunch: x,xx “local currency”, dinner: x,xx “local currency”). ➤ Purpose for traveling: xxx (Please name the purpose in a specific way) ➤ Project activity as per budget ➤ Name of employee ➤ Date of payment ➤ Signature and stamp of payer ➤ Signature of recipient (employee) <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> ➤ Field Report/Activity report/ ➤ List of participants (if Training took place) ➤ Governmental Policy 	
Incidentals/ Out of pocket	not eligible	Law of various donors/ no expenditure justification	Receipts of purchases	<p>Exception:</p> <p>Incidentals or Out of pocket can be paid as an advance payment, so that the receiver have enough money to pay their expenses while they are out of office, BUT the receiver must provide proof of actual expenditure by means of a receipt. The amount not required must be repaid to the partner organization.</p>

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Transport	eligible		Payment Voucher ⁷ with following information: <ul style="list-style-type: none"> ➤ Compensations of expenses for Transport ➤ Reason for visiting project site ➤ Information about the calculation of transport (km, guideline of government or costs for public transfer) 	Annex 1.3: PV Compensation of expenses “Transport” ! Must be applied for in the proposal and budget.
Communication	eligible	All expenditure shall be supported by documentary evidence.	Receipt of purchased airline	If receipt is lost: Annex 2: PV Confirmation of expenses

⁷ Annex 1.3: PV Compensation of expenses “Transport”

Group C: Target group

In principle, allowances for meals, accommodation, communication and transport as well as per diems are not eligible in case there is no juridical basis of the countries government that proofs the right to receive per diems and allowances. Compensations of expenses for meals and transport of the workshop participants with the direct reference to a specific project activity are eligible. Those compensation of expenses need to be shown in a transparent way on a participants list and /or Payment Voucher. The purchase of refreshments is always preferable to the payment of lunch money.

Table 3: Food, Drinks, Accommodation, Communication and Transport as travel expenses for Group C

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Hospitality costs /Refreshments	eligible	All expenditure shall be supported by documentary evidence and need to refer to the project goal. Contract is binding.	<ol style="list-style-type: none"> 1. Receipt of purchased refreshments and 2. List of participants with following information: <ul style="list-style-type: none"> ➤ Name, Surname, Gender, ID-Number or Phone number (to identify the person), Signature or Thumb print, Received Amount ➤ Reason of the meeting/ Specific name and Content of Training ➤ Purpose of "Compensation of Expenses" (e.g. lunch) <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> ➤ Training materials 	<p>Annex 3.1: PV Participants list</p> <p>The purchase of refreshments is always preferable to the payment of lunch money.</p>
Meals (Breakfast, Lunch, Dinner	eligible	All expenditure shall be supported by documentary	<ol style="list-style-type: none"> 1. Receipt of purchased meals and drinks and/or 2. List of Participants 	For catering: Receipts + Annex 3.1: PV Participants list

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
		evidence and need to refer to the project goal. Contract is binding.	<p>The list of participants needs to provide the following information:</p> <ul style="list-style-type: none"> ➤ Name, Surname, Gender, ID-Number or Phone number (to identify the person), Signature or Thumb print, Received Amount ➤ Reason of the meeting/ Specific name and Content of Training ➤ Purpose of “Compensation of Expenses” (e.g. lunch) <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> • Training materials 	<p>For cash payment: Annex 3.2: PV Participants list “Meals”</p> <p>The purchase of refreshments and meals is always preferable to the payment of lunch money.</p> <p>If the list includes target group, governmental people and RACs etc. an extra column must be included (“group”)⁸.</p>
Transport	eligible	All expenditure shall be supported by documentary evidence and need to refer to the project goal.	<p><u>Two possibilities</u></p> <ol style="list-style-type: none"> 1. Receipt or 2. PV in form of an participants list <p>The documents must provide further information:</p> <ul style="list-style-type: none"> ➤ Name, Surname, Gender, ID-Number or Phone number (to identify the person), Signature or Thumb print, Received Amount 	<p>Annex 3.3: PV Participants list “Transport”</p> <p>If the list includes target group, governmental people and RACs etc. an extra column must be included (“group”).</p>

⁸ Annex 3.1, 3.2 and 3.3

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
		Contract is binding.	<ul style="list-style-type: none"> ➤ Reason of the meeting/ Specific name and Content of Training ➤ Purpose of “Compensation of Expenses” (Transport) <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> ➤ Training materials 	

Personnel Costs

We welcome fair remuneration for employees that are in line with market salaries as well as adequate health protection for employees in our partner organisations. We are also concerned that employees have family-friendly and safe working conditions. We are convinced that fair pay, a culture of equality and togetherness, and safe working conditions play a significant role in bringing about long-term changes in the organizations, as staff turnover is prevented, and the target groups have the opportunity to build trust with the people in charge.

In return, we expect our partner organisations to deal fairly and economically with the funds provided, and to include only as many personnel costs in the project budgets and in the financial reports as they actually need to implement the project. If salaries have been covered by other organisations, we ask to be informed so that unused funding can be used for other social purposes. A transparent presentation of income and expenditure for staff in the annual audit report is therefore strongly recommended.

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Salary	eligible	Principle of fair payment	<ul style="list-style-type: none">➤ Staff contract➤ Pay Roll➤ Monthly Payment Voucher that proofs that the amount is transferred to the recipient incl. Stamp with following information:<ul style="list-style-type: none">- Project number- Percentage and amount that is booked to the project➤ Proof that the staff received the payment (e.g. if you use a check system you need to poof that the employer received the salary)	Updated versions must be made available.

Necessary Insurances and pension funds	eligible	Principle of fair payment	<ul style="list-style-type: none"> ➤ Staff contract ➤ Pay Roll ➤ Monthly Payment Voucher that proofs that the amount is transferred to the recipient incl. Stamp with following information: <ul style="list-style-type: none"> - Project number - Percentage and amount that is booked to the project 	<p>NAK-karitativ values fair working conditions. Therefore, reasonable payments for health insurance and pension funds are eligible.</p> <p>If you have questions, please ask.</p>
Salary components that need to be paid by law	eligible	Local law	<ul style="list-style-type: none"> ➤ Staff contract ➤ Pay Roll ➤ Monthly Payment Voucher that proofs that the amount is transferred to the recipient incl. Stamp with following information: <ul style="list-style-type: none"> - Project number - Percentage and amount that is booked to the project 	
Holiday pay	depending on donor but generally eligible in case it is part of the contract	Principle: no one may be put in a better or worse position.	<ul style="list-style-type: none"> ➤ Staff contract ➤ Pay Roll ➤ Monthly Payment Voucher that proofs that the amount is transferred to the recipient incl. Stamp with following information: <ul style="list-style-type: none"> - Project number - Percentage and amount that is booked to the project 	<p>Extra payments are just eligible in case no one may be put in a better or worse position and if it is part of the contracts or governmental law.</p> <p>Attention! The regulatory differs from donor to donor.</p>

13th month's salary and other additional costs	eligible in exceptional cases	Local law		If a 13th month's salary is required by law. Bonuses are generally not salary components.
Housing and accommodation allowance as part of salary	eligible in exceptional cases	Local law		It is just eligible in case they are part of the local salary.

Special Payments/ Extra Payments

Item	Eligibility	Legal basis	Accounting Method NAK-karitativ Funding	Explanation/Note
Death benefit to surviving dependants of project staff, funeral gifts, flowers for the funeral service or relatives	not eligible	Expenditures needs to fulfil the purpose of the project.	n/a	Exception: If there were a corresponding law in the project country
Assumption of health costs of employees that are not covered by insurance.	not eligible	Expenditures needs to fulfil the purpose of the project.	Receipt	Exception: NAK-karitativ values fair working conditions and a trustful partnership. In worse cases that are not covered by health insurances NAK-karitativ can be contacted.
Medication	not eligible	Expenditures needs to fulfil the purpose of the project.?	Receipt	Exception: Medicines relevant to travel (e.g. Mosquito protection) or sanitizer for travel purposes.

Admin Costs

In principle the Administration costs shall be allocated to the project activities. In reference to the localization approach with the target to strengthen the Non Profit Sector in the global south, NAK-karitativ reserves the right to grant an additional administration fee, insofar as the financing possibilities permit. The admin fee shall allow our partner to cover costs that do not have a direct connection to the project but are necessary to grow as an organization.

The following principles and regulations apply:

- The partner organization can apply for a maximum of 10% for Administration Costs. The 10 % are calculated from Investment Costs and Operative Costs only.
- Receipts for admin expenditure must be submitted with each report as per contract.
- The total amount of admin costs of the organization and how much was covered by NAK-karitativ funding must be shown transparently in the annual audit report. In case there is no audit report the organization confirms to compile the report by itself.
- The partner organization acts according to the principle of economical use of funds. Therefore, they ensure to use their own resources first before requesting the admin fee at NAK-karitativ.
- Funding that has not been used needs to be paid back. A request to shift the open amount to the next year is possible in case a bigger investment is in planning, e.g. new equipment or strategy workshop.

Examples for Admin Costs that cannot be part of the project budgets:

- Strategy workshops
- General office equipment that does not refer to a project activity
- Software that does not directly refer to a project activity
- Office maintenance
- Maintenance of electronic equipment
- Expenditures for board meetings
- Office food and drinks that do not refer to a project activity
- Salary components that are not eligible as project expenditures
- Expenditures in reference to income generating activities of the partner organization that are meant to refinance admin costs

Annex 1.1: PV Compensation of expenses “Meals”

Project number: _____

Activity number: _____

The following compensations of expenses are paid to _____ (name).

- a) ☐ Breakfast: – amount: _____ (Local currency) x _____ (days) = _____
b) ☐ Lunch: – amount: _____ (Local currency) x _____ (days) = _____
c) ☐ Dinner: – amount: _____ (Local currency) x _____ (days) = _____

Total Amount: _____ (Local currency)

Information/ Explanation

e.g.:

Running the training _____ for participants of project _____

☐ On _____

☐ from _____ to _____ in village _____.

Content of the trainings was:

- Xxx
- Xxx
- Xxx

Or

Monitoring visit from _____ to _____ in village _____.

Supporting documents:

- ☐ Activity report
☐ Participants list
☐ Training material

Payment⁹

☐ Approved ☐ Not approved by: _____ (name)

Amount: _____ Paid by: _____ on _____

Signature of recipient: _____

⁹ Must be adjusted in reference to the partner organizations guidelines.

Annex 1.2: PV Compensation of expenses “Accommodation”

Project number: _____

Activity number: _____

The following compensations of expenses are paid to _____ (name).

Accommodation from: _____ to _____.

Number nights in total: _____

Reason for Travelling:

Legal basis for payment

- ☐ Reimbursement in reference to a receipt.
- ☐ Reimbursement in reference to a governmental policy (attachment necessary)

Total Amount: _____

Supporting documents:

- ☐ Reciept
- ☐ Policy of Government
- ☐ Participants list
- ☐ Training material

Payment¹⁰

☐ Approved ☐ Not approved by: _____ (name)

Amount: _____ Paid by: _____ on _____

Signature of recipient: _____

¹⁰ Must be adjusted in reference to the partner organizations guidelines.

Annex 1.3: PV Compensation of expenses "Transport"

Project number: _____

Activity number: _____

The following compensations of expenses are paid to _____ (name).

Transport from: _____ to _____.¹¹

via:

- ☐ Means of Transport:
- ☐ Public Transport
- ☐ Private car

Reason for Travelling:

Legal basis for payment

- ☐ Reimbursement in reference to a receipt.
- ☐ Reimbursement in reference to the distance (google maps extract necessary)

Calculation:

- ☐ Reimbursement in reference to a governmental policy (attachment necessary)

Total Amount:

Supporting documents:

- ☐ Receipt
- ☐ Google maps extract
- ☐ Policy of Government
- ☐ Participants list
- ☐ Training material

.....

Payment¹²

☐ Approved ☐ Not approved by: _____ (name)

Amount: _____ Paid by: _____ on _____

Signature of recipient: _____

¹² Must be adjusted in reference to the partner organizations guidelines.

Annex 2: PV Confirmation of expenses

Project number: _____

Activity number: _____

I _____ (name) hereby confirm that I had expenses in the amount of _____ (local currency) for

- a) ☐ **transport** from _____ to _____ and return attending a meeting on _____ (date).
- b) ☐ **Accommodation.**

Name of Lodge/Hotel: _____

Number of nights: _____ Check in Date: _____ Check out date: _____

Address of Lodge /Hotel: _____

Phone Number of Lodge/Hotel: _____

- c) ☐ **Others:**

Reason for the absence of a receipt:

Paid and affirmatively insured by:

_____ (name and signature)

Confirmation received by:

_____ (name and signature)

Approval and Payment¹³

☐ Approved ☐ Not approved by: _____ (name)

Amount: _____ Paid by: _____ on _____

Signature of recipient: _____

¹³ Must be adjusted in reference to the partner organizations guidelines.

Annex 3.1: PV Participants list

Project number: _____

Activity number: _____

Date: _____ from _____ to _____

Reason/Workshop: _____

Location: _____

Responsible person for payments: _____

Second Name	First Name	Village	Phone Number "+ "or "/" or "and" or "or" ID	Group (<i>Target group, staff, government, local chiefs etc.</i>)	Date 1	Date 2 ¹⁴	Date 3	Signature or Thumb print

¹⁴ Columns can be added, depending on how many days the workshop had.

Annex 3.2: PV Participants list “Meals”

Project number: _____ Activity number: _____

Date: _____ from _____ to _____

Reason/Workshop: _____

Location: _____

Responsible person for payments: _____

Second Name	First Name	Village	Phone Number or/ and ID	Group (<i>Target group, staff, government, local chiefs etc.</i>)	Reason for Compensation of expenses for Meals (<i>e.g. Lunch, dinner</i>)	Amount per day	Signature or Thumb print Date 1	Signature or Thumb print Date 2 ¹⁵	Total amount

¹⁵ Columns can be added, depending on how many days the workshop had.

Annex 3.3: PV Participants list “Transport”

Project number: _____ Activity number: _____

Date: _____ from _____ to _____

Reason/Workshop: _____

Location: _____

Responsible person for payments: _____

Second Name	First Name	Village	Phone Number or/ and ID	Group (<i>Target group, staff, government, local chiefs etc.</i>)	Reason for Compensation of expenses for Transport	Amount per day	Signature or Thumb print Date 1	Signature or Thumb print Date 2 ¹⁶	Total amount

¹⁶ Columns can be added, depending on how many days the workshop had.

Annex 4: Driver's Logbook

Project number: _____

Plate number _____

Count in

 miles☐ kilometres[illegible]