



Staff hour & investment form

In order to report expenses for the activities of 'artesnet' to the European Commission and prove that costs have been made by your institution, we kindly ask you to fill in this form and return it to the ELIA office as soon as possible.

*(Any financial details are to be listed in Euro's and the amounts should be rounded off.)

Name of the person _____
Partner number _____
Function within project _____
Project activity meeting other
Specify: _____

Staff hour investment

Preparation _____ hours
Meeting _____ hours
Follow up _____ hours

"Herewith the undersigned declares that the working hours invested in the above mentioned activity equal: _____ hours."

Expenses covered by the partner institution

Travel details - origin: _____ destination: _____
please mention the city and country code -
insert the dates in dd-mm-yy format from date: _____ to date: _____ duration in days: _____
means of travel: _____ price: _____

Accommodation Expenses arrival date: _____ departure date: _____
nr. of nights: _____ price per night: _____ final amount: _____

Name, date, signature: _____

**Please list only those travel and accommodation costs paid by your institution.
If costs are being reimbursed by inter}artes then a separate form applies.*